

SIS User Guide

2009 - 2010

**Government
of Alberta** ■
Education

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Preface

PURPOSE OF THIS USER GUIDE

Capturing the SIS Data Elements

Perhaps the most important objective of the Student Information System User Guide is to assist school and school authority personnel in understanding and coding the data elements that form the cornerstone of the Student Information System (SIS). With the benefit of this knowledge, schools and school authorities can capture accurate data to meet student information needs with respect to the planning, evaluation, and management of educational programs throughout the province.

School and School Authority Personnel Training

The Student Information System User Guide also serves as the main communication tool in school or school authority personnel training. Whether Client Services or the individual school authorities conduct the training, this guide will be the essential reference to the procedures and requirements of the Student Information System.

Communicating the Current & Future Goals of Client Relationship Services

The Student Information System User Guide will grow along with future provincial requirements. Rather than distributing several documents at various stages in various formats, this single document will easily accommodate updates and changes.

UPDATES TO THIS GUIDE

October 2009- Updates to Citizenship and Section 23 have been included. Clarification to data reporting requirements with respect to Level 1 and Level 2 Private Schools and Section 23.

Further clarification on requirements for legal guardianship have been included in the Citizenship section.

HOW TO USE THIS GUIDE

Identify Your Needs

Each section of this User Guide has been designed with a specific target audience in mind. Certain parts deal with business requirements and administrative guidelines. Other parts focus on the actual collection of student data and correct coding requirements. Still other parts focus on the scheduling of data exchange and confirmation of data between school authorities and Alberta Education.

The following table outlines the information in each section of this guide and the audience to whom the material is directed.

User Guide Section	Description	Audience
1. Student Information System Overview	<i>Overall perspective of how SIS operates, focusing on SIS background, the roles and responsibilities of the partners involved, and a brief overview of the processes and procedures.</i>	<ul style="list-style-type: none"> ♦ Administrators ♦ Data Collection Personnel ♦ School Authority Contacts
2. Student Data Preparation 3. Data Elements Reference 4. Code Tables 5. Student Data Verification	<i>Detailed look at the data collection process. Offers thorough explanations of the SIS data elements and how to apply codes properly, along with code table references.</i>	<ul style="list-style-type: none"> ♦ Data Collection Personnel ♦ School Authority Contacts
6. SIS Registration Submission	<i>In-depth examination of the technical side of SIS registration submission, offering electronic data specifications and standards.</i>	<ul style="list-style-type: none"> ♦ Data Collection Personnel ♦ School Authority Contacts
7. SIS Registration Processing	<i>Descriptions of the SIS registration process in the overall timeline of events.</i>	<ul style="list-style-type: none"> ♦ School Authority Contacts ♦ Data Collection Personnel
8. SIS Quick Reference	<i>Pull-out SIS data elements reference section with condensed descriptions, coding procedures and business rules.</i>	<ul style="list-style-type: none"> ♦ Data Collection Personnel
9. Documents/Websites to Reference	<i>Collection of reference materials and websites</i>	<ul style="list-style-type: none"> ♦ Data Collection Personnel

The User Guide as a Reference Manual

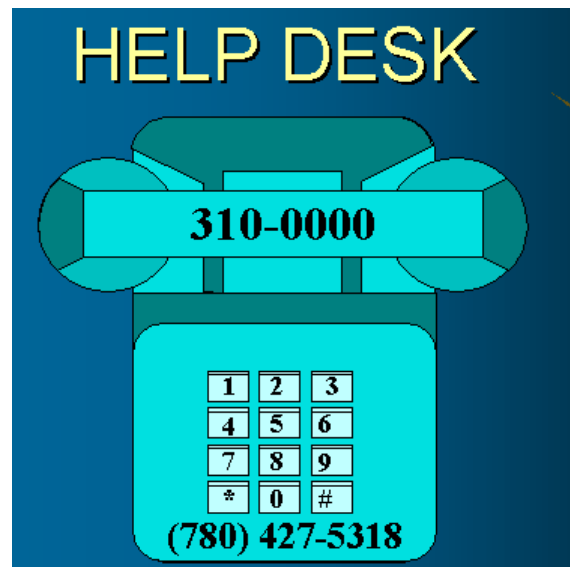
If you have already been involved in the data collection and support process for some time, you may find this User Guide useful as a reference manual. Specifically, the section mentioned above called the **SIS Quick Reference** is designed for quick access to essential information regarding the SIS data elements.

HELP DESK

Client Relationship Services has an automated Help Desk telephone support service to provide you with assistance and up-to-date information. Any inquiries on the following can be effectively handled by our Help Desk personnel or forwarded directly to the person responsible.

HELP DESK SERVICES

Provide Information Regarding...	Provide Assistance With...
<u>SIS – Student Information System:</u> Implementation Processing Schedules Fall & Spring Submission Dates Data Elements & Coding Forms & Standard Correspondence Record & File Layouts Reports (Registration Confirmation, Confirmation summaries, SIS Rejects, STAR) Standard Procedures Workshops	Internet/Extranet Services User ID and Password General Information & Specifications Sending a file to Client Relationship Services Receiving a file from Client Relationship Services Data Extraction File Downloading
<u>Course/Mark Information:</u> File Extraction Processing Schedules Fall, Spring, & Summer Cycles Data Elements, Record & File Layouts Reports Standard Procedures Workshops	



Call toll-free using the Alberta
Government Rite Line: 310-0000

or

e-mail: cshelpdesk@gov.ab.ca

ONLINE SERVICES FOR STUDENTS

Alberta students can save time by accessing online services at www.alis.gov.ab.ca. Some of these online services include:

- ♦ *applying for post-secondary admission*
- ♦ *applying for Alberta student financial assistance*
- ♦ *requesting an official high school transcript or statement of courses and marks*
- ♦ *paying an outstanding diploma examination rewrite fee*
- ♦ *looking up an Alberta Student Number*
- ♦ *or if new to Alberta, requesting the creation of an Alberta Student Number*

Please advise your students of these online services so that we may better serve their needs.

1. Student Information System Overview

SIS BACKGROUND

The *Student Information System* (known as “SIS”) is a provincial student information database developed and maintained by Client Relationship Services at Alberta Education. The goal of SIS is to provide educational policy makers and administrators – at all levels of schools, school authorities and government – with accurate information on Alberta students. This information is crucial to the planning, decision-making, and evaluation of educational programs throughout the province.

BENEFITS OF THE SIS

SIS presents a variety of benefits for all the partners involved: schools, school authorities, and Alberta Education. Some of the benefits include:

- ♦ The opportunity for schools and school authorities to compare educational results and trends;
- ♦ The elimination and simplification of a number of paper forms used for collecting student information;
- ♦ An increased capability for automated student registration systems;
- ♦ The availability of standard information reports on student trends;
- ♦ Improved accuracy of grants, cost analysis, and audit capabilities; and
- ♦ The opportunity for electronic transfer of student information between school authorities and Alberta Education.

ROLES AND RESPONSIBILITIES

In order to realize the full benefits of SIS, all key partners must communicate effectively with each other and carry out their respective roles and responsibilities. The following summarizes the duties of schools, school authorities, and Alberta Education.

Schools

Their Roles...

The schools across the province play a very crucial role in the SIS data collection process. Schools are charged with the most important job of collecting and coding student data in a manner consistent with provincial requirements. The SIS data elements usually form only *a part of* what a school keeps as a total student record. To meet the information needs at the school, school authority, and provincial levels, schools must work closely with vendors of school software systems and their technical personnel to capture and extract the required data for SIS.

Given the objectives of SIS and the benefits that it offers, it is imperative for all involved to understand and support the data collection process that occurs at the school level. If all partners ensure that data is correct at the front end, it simplifies the data processing procedures and subsequently ensures valid data on SIS for grants and information purposes.

...and Responsibilities

- ♦ To collect and record student data.
- ♦ To verify student data for completeness and accuracy.

- ♦ To submit student data to their respective school authorities in a timely fashion to meet provincial processing schedules.

School Authorities

Their Roles...

School authorities are the primary contacts between the schools and Alberta Education during the SIS data collection process. Their responsibility of coordinating and consolidating student data from a group of schools is a significant task. It includes providing training to data collection personnel in the procedures for collecting student data at the school level and implementing the procedures for gathering and transmitting student data to Alberta Education at the school authority level.

Despite the inherent difficulties, data integrity must be retained at the school authority level. After verifying that schools have provided correctly formatted data, school authorities must ensure that the data extraction process used to compile the information retains the quality of the data before it reaches Alberta Education.

...and Responsibilities

- ♦ To train school personnel in the procedures for collecting and coding student data.
- ♦ To help schools establish and monitor the data collection and verification process required by Alberta Education.
- ♦ To gather and consolidate student data from schools.
- ♦ To ensure the accuracy and completeness of student data.
- ♦ To transmit the required student information to Alberta Education in a timely fashion to meet provincial processing schedules.

Client Relationship Services, Alberta Education

Contact (780) 427-5318

Client Relationship Services' goal is to provide a student data and information service that reflects a commitment to excellence, cooperation, mutual benefit, and innovation. To accomplish this, Client Relationship Services is involved with ongoing development and improvement to the Student Information System and provides leadership in seeking new methods of student records automation and electronic data exchange.

The responsibilities of Client Relationship Services include the following:

- ♦ To monitor the validity and accuracy of submitted student records and to process this information in an accurate and timely fashion.
- ♦ To assist school authorities in maintaining and providing accurate student records.
- ♦ To communicate data exchange, transaction, and quality control standards to all stakeholders involved in providing SIS data.
- ♦ To provide consulting and technical support for the electronic exchange of data.

School Finance, Alberta Education

Contact (780) 427-2055

School Finance uses SIS data to determine grants entitlements.

School Finance is responsible for monitoring compliance to standards of data accuracy that affects grants entitlements.

Learner Assessment, Alberta Education**Contact (780) 427-0010**

Learner Assessment uses SIS data to assist in the administration of diploma examinations. It uses SIS demographic information to pre-print diploma examination answer sheets for students and uses the SIS address information to mail out diploma examination results statements. Learner Assessment will also use SIS information to pre-print achievement examinations and to assist in the monitoring of individual student achievement over time.

Special Programs, Alberta Education**Contact (780) 422-6326**

Special Programs uses SIS data as the basis for authority profiles of students with special education needs and, in some cases, calculation and payments based on special education student codes.

Special Programs is responsible for monitoring compliance to standards of data accuracy that affects special education student programming and funding.

Early Learning Branch, Alberta Education**Contact (780) 644-2286**

Contact the Early Learning Branch for questions regarding EC Students with Disabilities.

GENERAL ADMINISTRATIVE RULES

Implementation of Data Standards

Client Relationship Services has developed a series of data standards for student information. These are guidelines that define how data is stored electronically. Compliance to these standards is imperative in order to achieve the following:

- ♦ Exchange data without errors, and to identify errors if they occur.
- ♦ Offer a consistent interpretation of data so that provincial reports and analysis are meaningful to everyone.
- ♦ Use student data for calculating grants entitlements.

Student Registration Submissions

Client Relationship Services will accept and process complete SIS student registration submissions twice a year. The submissions are to reflect the student demographic and registration data as of the established dates (September 30th and March 1st). The information in **September** will be a “snapshot” accounting of the *current demographic and registration information* for each school within the school authority. In addition, the **March** data must also include exit information for students who were registered as of the first accounting in September, but have subsequently withdrawn.

Modification of Student Information

Modifications to demographic data can be done through sisPrep. Client Relationship Services will only modify submitted student data with authorization from the school authority officials. Students may change their own identifier information at Alberta Education as long as they can provide supporting legal documents. Any student doing so will be advised to communicate the same information to the school/school authority in which they are currently registered.

Electronic Submission

Electronic SIS data submissions must be transmitted to Alberta Education using **EduLink**. This requirement offers the advantage of simplified handling procedures and potentially faster turnaround times.

Data Verification - EduLink

Alberta Education expects all school authorities to validate their registration submission files using **EduLink**. If the data submitted to Alberta Education does not fulfill the expected requirements, school authorities will be requested to correct the errors and resubmit their files.

Signed Authorizations

To verify the accuracy of student and grant entitlement information submitted and processed at Alberta Education, school authorities are required to provide signed authorizations of their SIS registration confirmation. Client Relationship Services provides a form for this authorization process.

Processing Cut-Off Dates

Predetermined processing “cutoff” dates will be maintained for all schools and school authorities to ensure data consistency across the province. On these dates, an archive of the SIS data will be taken for statistical and audit purposes.

Communication

Client Relationship Services will continue to communicate in a timely fashion any changes in processes or procedures that will affect school authority operations.

SIS REGISTRATION PROCESS

The series of events that transfers student data from schools to the Student Information System can be grouped into four main categories: student data preparation, student data verification, SIS registration submission, and SIS registration processing. The following offers a general overview of the processes involved in each of these categories.

Student Data Preparation

Preparing the data involves the following tasks:

- ♦ Registering the students
- ♦ Verifying students' vital statistics documents
- ♦ Recording and coding the SIS data elements
- ♦ Extracting the data to hand over to the school authority

Registering Students

Depending on the school authority, students register at the school that they plan to attend or at the main school authority office. Generally, the registration process is the same across the province. Students, along with their parents fill out local registration forms. For first time or transfer registrations, students must provide documents to confirm vital statistics information.

Verifying Vital Statistics Documents

Schools are quite stringent about requiring confirmation of their students' vital statistics. This is important for two reasons: to maintain the students' academic record correctly and to protect the student from being victimized in situations such as child abductions. Schools and school authorities have the right to require verification of vital statistics within a reasonable time frame.

Recording and Coding SIS Data Elements

The information that Client Relationship Services requires about each student – known as the SIS data elements – must be recorded and coded properly by the schools. ***The importance of this task cannot be stressed enough.*** Only complete and valid SIS data will provide the accurate information required for proper educational planning, decision-making, and funding.

Difficulties have arisen regarding the data elements that require special coding. Eight different code tables are used to determine the value of various fields that describe the overall status of any particular student. Some of the fields are related and interdependent. Client Relationship Services has identified this activity – the correct coding of data elements – as one that requires extensive explanation and clarification. The ***Data Elements Reference*** section of this manual addresses this issue.

File Extraction

Eventually, the student data must be extracted from the school system and sent to the school authority office. Each specific school student record software program requires a different extraction process. The software vendor can be contacted to provide advice and assistance regarding these procedures.

Student Data Verification

Verifying the student data involves the following:

- ♦ Processing the registration file through Edulink
- ♦ Making any modifications as required
- ♦ Communicating any changes made back to the source

Edulink

All electronic student data must be validated and submitted to Client Relationship Services using **Edulink**. The benefits of **Edulink** are:

- ♦ Includes the most current set of business rules ensuring that all data errors and alerts are identified
- ♦ Provides capabilities for importing, validating, viewing, editing, and reporting
- ♦ Ensures secure transmission of your file via the Internet, utilizing compression and encryption techniques
- ♦ Allows automatic confirmation of successful transmission to the sender and notification of transmission to the recipient
- ♦ Software is easy to learn and use

If you choose not to adopt Edulink, you will have to use Alberta Education's paper forms to submit SIS Registrations and Course/Mark data. Completion of these forms is both time consuming and labor intensive.

Communicate any Changes Made

If a *school authority* modifies student data directly, it must report these modifications back to the school. (The school would otherwise retain invalid data on its own system, even though corrected data arrives at Alberta Education). Unless errors are relatively minor, student data should be returned to the appropriate school for modifications.

SIS Registration Submission

The school authority needs to know the following information in order to submit SIS Registration data:

- ♦ SIS submission dates as set by Client Relationship Services
- ♦ Electronic data exchange specifications

SIS Registration Submission Dates

Schools/school authorities report their current registration status as of two important dates: September 30 and March 1. Once data has been extracted and verified, school authorities must submit files to Client Relationship Services by early October (for the September 30 data) and early March (for the March data). Client Relationship Services will publish exact submission dates on a yearly basis by posting a ***Schedule of Activities*** at:

<http://education.alberta.ca>

Select *Administrators*. Under *Administrative Resources, Publications and Forms*, select *School Information Package*.

Electronic Data Exchange Specifications

In addition to the layout of the file (detailed in Chapter 6) Client Relationship Services expects that electronic submissions follow specific rules regarding file names and transmission method.

SIS Registration Processing

The SIS processing cycle involves school authorities and Client Relationship Services. Upon receipt of an SIS registration file from a school authority, the following processes take place:

- ♦ SIS processing at Client Relationship Services
- ♦ SIS registration confirmation package at Client Relationship Services for paper registration submissions **OR** SIS registration confirmation file for electronic submissions
- ♦ SIS confirmation/modifications by school authority
- ♦ SIS modifications processing at Client Relationship Services
- ♦ Provincial Extract for School Finance

SIS Registration

Client Relationship Services processes the registration files through several edit stages. This may result in a school authority being contacted more than once to resolve conflicts and rejects during the complete processing cycle of its registration submission. In order to resolve these conflicts, the school authority must provide authorization of desired changes before Client Relationship Services modifies data on the school authority's behalf.

SIS Confirmation/Modifications

Upon receipt of the registration confirmation package or registration confirmation file, the school authorities are expected to confirm that the data is complete and accurate as of the enrollment count date (either September 30 or March 1). This is accomplished by completing and returning an SIS registration *confirmation form* to Client Relationship Services. This form is provided by Client Relationship Services and must be signed by the Superintendent (or official designate) for the school authority. Confirmed SIS data is given to School Finance to determine September 30 count information.

If the data is not complete and accurate, modifications must be specified and returned to Client Relationship Services for further processing. Modifications are expected at Client Relationship Services by mid-November (for Fall registrations) and late April (for Spring registrations).

SIS Modifications Processing

All modifications that Client Relationship Services receives by the established submission deadlines will be processed before the SIS information is used to derive enrollment count information (provincial extract).

Provincial Extract

At a predetermined date, SIS enrollment data is used for grants purposes. At this time, the current SIS registration data is also archived for statistical and audit requirements.

FALL REGISTRATION SCHEDULE

SIS Registration Creation	SEPTEMBER 30 Enrollment Count Date Data Submission from Schools to School Authorities early OCTOBER SIS Registration Submission to Client Relationship Services
SIS Registration Processing	early NOVEMBER Registration Confirmation Production
Registration Confirmation	mid-NOVEMBER Authorized Confirmation Submission
SIS Modifications Processing	late NOVEMBER Provincial Extract in December

SPRING REGISTRATION SCHEDULE

SIS Registration Creation	MARCH 1 Enrollment Count Date Data Submission from Schools to School Authorities early March SIS Registration Submission to Client Relationship Services
SIS Registration Processing	early APRIL Registration Confirmation Production
Registration Confirmation	late APRIL Authorized Confirmation Submission
SIS Modifications Processing	mid-MAY

COUNT DATES AND SUBMISSION DATES

2009-2010 School Year

Count Date	Submission Date
Fall: 2009/09/30	Fall: 2009/10/05
Spring: 2010/03/01	Spring: 2010/03/04

2010-2011 School Year

Count Date	Submission Date
Fall: 2010/09/30	Fall: 2010/10/05
Spring: 2011/03/01	Spring: 2011/03/04

2. Student Data Preparation

STUDENT REGISTRATION

Documents Required At Registration

A student or parent is required to present legal proof of the student's name, citizenship and birth date the first time that the student registers in a school. The Student Record Regulation states the following vital statistics documents are acceptable for this purpose. (Examples can be found in **Appendix B: Sample Documents**).

- ♦ Canadian Birth Certificate
- ♦ Permanent Resident Card
- ♦ If a student was born in an authority outside of Alberta, an official document from that authority will be accepted.

A photocopy of the above document should be kept in the student's personal file.

Unconfirmed Registrations

Stress to students and their parents the importance of always using correct legal names when registering at a new school. Since a student's academic record is linked to this information, registering under a different name may result in incomplete academic records for later use in post-secondary placement and employment resumes. Schools need proof of this information to ensure that the student's record will remain complete.

Obtaining legal proof of a student's identity is also very important in verifying that the student is not a missing or abducted child. Allow a reasonable time period of about four weeks for such information to be presented to school officials. Law enforcement agencies may be notified if legal documentation is still incomplete after such a time, especially if school officials feel it is in the interest of the student's protection.

Special Registrations: "Protected" Status Students

A procedure has been put into place by Client Relationship Services to restrict access to the records of those students who are protected by law. This is to ensure that maximum protection is given to these students.

When a court issues a restraining order under the *Child Welfare Act*, the *Domestic Relations Act*, the *Divorce Act*, or the *Youth Criminal Justice Act* (Federal) or the *Youth Justice Act* (Provincial), the affected student is designated a protected student.

For a wide variety of reasons, legal authorities have determined that these protected students are to become hidden. Great care must be taken at all levels of contact with these students to ensure that the student's whereabouts is not disclosed. No information should be given to anyone other than the school authorities who are directly responsible for the education of the student, the parent protecting and caring for the student, or an adult charged with the care and control of the student. Parties responsible for protected students include:

- ♦ the school where the student is presently registered;
- ♦ the school authority to which the student's school reports are sent;
- ♦ the Resident Board if the Resident Board has directed the student to another school authority; and
- ♦ Client Relationship Services of Alberta Education.

These students may appear as new registrants in your school because they have been removed from a previous environment. Before school authorities can grant protection, legal proof of the student's status – usually in the form of a court order – must be provided.

Registering Protected Students

Registering a protected student requires recording additional legal information from court documents. After this is done, the registration is completed as per any other. The only other requirement is that the student's data must be marked as "protected" and confidential so that all staff will know about the sensitivity of this information. Client Relationship Services must be informed as soon as possible.

For exact steps on how to proceed, see **Appendix C: Protected Student Processing**

Removing Students from Protected Classification

If an individual is no longer classified as a protected student, the same legal documentation that was required for the student to be classified as protected is required again. Written notice is then sent to Client Relationship Services to complete the procedure.

For exact steps on how to proceed, see **Appendix C: Protected Student Processing**

SIS REGISTRATION CREATION

Once student data has been forwarded to the school authority from the individual schools, school authorities must create the SIS registration file for submission to Client Relationship Services.

Student Registration File Submission Dates

School authorities must create student registration files to represent student demographic and registration data as of **September 30** and **March 1**. Client Relationship Services expects these submission files by **early-October** and **early-March**.

Registration Start Dates

Ensure that all registration start dates are for the *current* school year. (Please ensure also that the registration start date is not prior to the school authority's official start date.)

Capturing Student Exit Information

Schools should provide – to the best of their ability within the confines of their school software systems – accurate exit information for any students *who were registered as of September 30 and subsequently leave on or prior to March 1*.

This is extremely important as students whose records have not been closed off are assumed to be still registered at their former schools. These situations produce an inaccurate picture of student registrations throughout the province.

If a student leaves and comes back to the same school within the above period, the school file should carry exit information for his original registration and then show the student as a new registrant.

3. **Data Elements Reference**

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

Procedure

1. The ASN field is exactly 9 characters in length; fill in completely with the student's assigned Alberta Student Number. If there are more than 9 characters available in your software package, left justify your entry (i.e., do not leave any spaces in front of the student number).

To register a new student in your school:

- ♦ Ask whether the student has ever attended school in Alberta, and if so, whether he/she knows his/her Alberta Student Number.
- ♦ Check student's transfer documents to verify the Alberta Student Number.
- ♦ If not known, call the school or school authority office of the last school attended to obtain the student's Alberta Student Number.
- ♦ School and authority users can create ASN's in sisPrep; again the user will have to accept a declaration before the ASN is created. The Assign ASN is a multi-step process. In order to create the ASN you will go through a step by step wizard. Please have the student's demographic information close at hand as you will need to reference it. You can assign ASN's in two ways, you can use the Lookup Student or you can assign through the validator using your SIS file.

<https://phoenix.edc.gov.ab.ca>

You need to apply for access to this secure site.

- ♦ When conducting a search, enter the student's complete legal surname and only the first two letters of the student's legal given name(s).
- ♦ Contact the Client Services Help Desk, 780-427-5318 if you require assistance.

Note:

- ♦ Include the Alberta Student Number on all correspondence directed to Alberta Education, on all transfer documents directed to schools or school authority offices, and on students' report cards.

Check Your Entry

- ♦ If a student has attended school in Alberta and has an existing Alberta Student Number, ensure that this field is filled in with the proper value.

Examples:

Valid Entry

Correct entry of Alberta Student Number:

8	3	0	7	1	0	5	5	5
---	---	---	---	---	---	---	---	---

Invalid Entries

- ☒ Incorrect entry of Alberta Student Number, letters used instead of zeros and ones:

8	3	O	7	I	O	5	5	5
---	---	---	---	---	---	---	---	---

- ☒ Incomplete entry of Alberta Student Number; must have 9 digits:

8	3	0	7	1	0	5		
---	---	---	---	---	---	---	--	--

- ☒ Invalid Student Number entry of an unknown Alberta Student Number, using all zeros:

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

“ALSO KNOWN AS” GIVEN NAME(S)

Description

“Also Known As” Given Name(s) (AKA Given Name) is used to record a given name(s), almost always different than the legal given name(s) that a student commonly uses for identification. The AKA given name(s) is regularly used by the student, is acknowledged in the community, and is the name by which family and acquaintances know the student. This preferred name may be recorded to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required.

Procedure

1. Enter the student's preferred given name(s), using mixed case.
2. Use only one space between each name or each word in a name.
3. Left justify this field, i.e., do not enter any leading spaces.
4. The SIS system cannot currently accept characters from the French character set.

Note:

- This field is being carried to facilitate the identification of students and therefore schools are encouraged to complete it accurately. Client Relationship Services will record any “Also Known As” given name(s) submitted by a school or a school authority.
- ***This field is used to print Provincial Achievement Test labels for students in grades 3, 6, and 9, as well as other reports received by students.***

Check Your Entry

- Entry must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _

Examples:

Valid Entries

Correct entry of AKA given name when legal given names are

Robert Andrew:

[illegible]

Correct entry of AKA given name when legal given names are

Rebecca Anne:

[illegible]

Correct entry of AKA given name when legal given names are

David Jacob:

D	.		J	.																		
---	---	--	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Invalid Entries

- ☒ Incorrect entry of AKA given name(s) using invalid characters:

R	e	b	e	c	c	a		"	B	e	c	k	y			A	n	n	e	"				
---	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--	---	---	---	---	---	--	--	--	--

- ☒ Incorrect entry with spacing and justification errors:

																B	o	b	b	y		A	n	d	y
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	---	---	---	---	--	---	---	---	---

"ALSO KNOWN As" SURNAME

Description

“Also Known As” Surname (AKA Surname) is used to record a surname, almost always the same as the legal name, that the student commonly uses for identification. The AKA surname is regularly used by the student, is acknowledged in the community, and is the name by which family and acquaintances know the student. This preferred name can be recorded to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters) using hyphens, apostrophes, spaces, and periods as required.

Procedure

1. Enter the student's preferred surname, using mixed case
2. In cases where the surname consists of multiple words, use only one space between each word.
3. Left justify this field, i.e., do not enter any leading spaces.
4. The SIS system cannot currently accept characters from the French character set.

Note:

- This field is being carried to facilitate the identification of students and therefore schools are encouraged to complete it accurately. Client Relationship Services will record any “Also Known As” surname submitted by a school or a school authority.
- ***This field is used to print Provincial Achievement Test labels for students in grades 3, 6 and 9 as well as other reports received by students.***

Check Your Entry

- ◆ Entry must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _

Examples:

Valid Entries

Correctly entered AKA surname of Waterman when legal surname is Watermanchuk:

[illegible]

Correctly entered AKA surname of Vanderwal when legal surname is van der Wal:

[illegible]

Invalid Entries

- ☒ Incorrect combination of legal and AKA name using invalid characters:

[illegible]

- ☒ Incorrect spacing:

[illegible]

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric authority code.
2. The authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank authority code is not valid.

Example

3	0	3	0
---	---	---	---

BIRTH DATE

Description

Birth date is used to record the student's date of birth as documented on an acceptable vital statistics document. An acceptable vital statistics document is a Canadian birth certificate or Permanent Resident Card. If a student was born in an authority outside Alberta, the birth date as registered in that authority should be provided. This field is eight (8) characters long to accept four (4) digits for the year and two (2) digits each for the month and day of birth, in that order, with no separators. This field is **mandatory**.

Procedure

1. Enter the student's birth date in **YYYYMMDD** format, using numbers only.
2. Enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).

Note:

- ♦ The first time that a student registers in your school authority, an acceptable vital statistics document must be presented to verify his/her legal name and birth date. Client Relationship Services recommends that you make a copy of the document that is used to substantiate this information. Check with your school authority contact person regarding the policy on checking and recording vital statistics information.

Check Your Entry

- ♦ Birth date must be prior to the current date and the year of birth can not be the same as the current year
- ♦ Birth date must be a valid date and entered in the prescribed format.

Examples:

Valid Entries

Correctly entered birth date for person born June 10, 1996:

1	9	9	6	0	6	1	0
---	---	---	---	---	---	---	---

Invalid Entries

- ✘ Incorrect entry with date elements entered in the wrong order:

0	6	1	0	1	9	9	6
---	---	---	---	---	---	---	---

- ✘ Incorrect entry with non-numeric characters used:

1	9	9	6	J	N	1	0
---	---	---	---	---	---	---	---

- ✘ Incorrect entry with date elements missing leading 0's for a birth date of January 9, 1996:

1	9	9	6		1		9
---	---	---	---	--	---	--	---

- ✘ Birth date missing:

--	--	--	--	--	--	--	--

CITIZENSHIP

Description

Citizenship is used to identify students who are Canadian citizens, along with those who are non-Canadian citizens but who may attend Alberta schools (For a definition of a Canadian citizen, please consult the Citizenship Act). This field contains a single character numeric code that identifies one of five specific situations, as well as an “**Other/Unknown**”.

Valid codes are found in the **Citizenship** Code Table.

Procedure

1. Check the student's vital statistics document carefully and make a copy for the Student Record Portfolio.
2. Enter the most appropriate code fitting the student's situation.

Note:

- ♦ If there are any doubts as to the validity of a vital statistics document, or a vital statistics document has not yet been provided, code the student in the interim as a 9 (Other/Unknown). As soon as documentation is validated, change the code appropriately. Continuous use of code 9 will have funding implications.
- ♦ If the student is a code 5 (Temporary resident: e.g. study permit or visiting student), remember to record the expiration date in the Student Authorization Expiry Date field.

CODE	DESCRIPTION	EXPLANATION	PROOF
1	Canadian Citizen (s.8(1)(b)(i))	Student born in Canada OR has attained Canadian citizenship	Student presents Canadian Birth Certificate or Canadian citizenship documents
2	Lawfully admitted to Canada for permanent residence (student) (s.8(1)(b)(ii))	Student has Permanent Resident status	Student presents permanent resident card
5	Temporary Resident (student) – e.g. Study Permit or visiting student (does not meet s.8 - they are a Foreign Student)	Student has Study Permit through Canada Immigration	Student presents a study permit or authorization
6	Child of a Canadian Citizen (s.8(1)(b)(iii))	Student is biological or adopted child of a Canadian Citizen	*Parent will present his/her Canadian Birth Certificate or Canadian citizenship documents
7	Child of an individual lawfully admitted to Canada for permanent or temporary residence (s.8(1)(b)(iv) and s.8 Guidelines)	Student is biological or adopted child of a temporary or permanent resident OR refugee claimant	*Parent will present his/her permanent resident card OR work or study permit OR Acknowledgement of Convention Refugee Claim
9 (see Enrollment Type Codes)	<p>Step-child of a Canadian or Temporary Foreign Worker</p> <p>(does not meet s.8 – grant funding case-by-case)</p> <p><i>* These are children that are not:</i></p> <ul style="list-style-type: none"> ♦ Canadian (code 1) ♦ Permanent residents (code 2) ♦ here on their own (code 5) 	<p>Student is step-child of a Canadian or a temporary foreign worker.</p> <p>Biological or adoptive parent must be accompanying the Canadian or temporary foreign worker as a spouse or partner.</p>	<p><u>If step-child of Canadian:</u></p> <ul style="list-style-type: none"> ♦ Student presents passport and study permit. <p><i>*Parent provides:</i></p> <ul style="list-style-type: none"> ♦ passport and proof of application for permanent residency and fee payment <p><i>*Step-parent provides:</i></p> <ul style="list-style-type: none"> ♦ Canadian birth certificate or Canadian citizenship documents <p><u>If step-child of Temporary Foreign Worker:</u></p> <ul style="list-style-type: none"> ♦ Student presents passport and study permit. ♦ *Parent provides passport ♦ *Step-parent provides passport and work permit
9	Other/Unknown	Code used as a place holder. School will determine correct citizenship codes at a later date. This will impact funding availability	School will provide correct coding and ask for documentation ASAP. If documentation is not provided, student cannot be claimed for funding and tuition fees are payable (section 49)

- If you have questions or concerns regarding Immigration documentation provided, you can contact Canada Immigration in Edmonton at 780-495-2500.
- Some permanent residents do not have permanent resident cards, but they will have other supporting documentation such as a Canada Immigration Record of Landing.

- To determine a right of access to education under section 8 of the *School Act*, the individual must be:
 - (1) a Canadian citizen,
 - (2) lawfully admitted to Canada for permanent residence,
 - (3) a child of a Canadian citizen, or
 - (4) a child of an individual who is lawfully admitted to Canada for permanent or temporary residence, in addition with section 44.

*Alberta Education Section 8 Guidelines include refugee claimants in the definition of temporary resident.

- ♦ **“Child of”** as set out in section 8(1)(b) of the *School Act* does not extend to a step-parent or an individual with a legal guardianship order. The child must be the child of the Canadian citizen, temporary or permanent resident through birth or legal adoption to meet section 8.

While a guardian may step into the shoes of a parent and make education decisions, the child never becomes a “child of” the guardian. Therefore, the child must have his/her own status in Canada as a Canadian or permanent resident.

- ♦ **Example of Guardian:** An Aunt has status in Canada as a Canadian citizen or permanent resident. She is the guardian of her nephew. The nephew is in Alberta or is coming to Alberta to live with his aunt and is of school age. Since the nephew is not the “child of” the Aunt, before attempting to register for school, he must first make application to Canada Immigration to become a Canadian or permanent resident. Once the nephew is granted permanent residency or citizenship, section 8 is addressed and we move to section 44 in our analysis to determine the residence of the Aunt if she is a “parent” as defined by sections 1(1)(q) and 2. If the Aunt is a resident of Alberta, then the child has right of access to education.

The legal guardianship order must be in accordance with the Family Law Act (through Course of Queens Bench) must be obtained.

A letter from a lawyer or parent is not sufficient and does not meet the conditions for funding.

- ♦ **Example of Step-child of Temporary Foreign Worker:** A U.S. man is married to a U.S. woman. He is offered a job in Alberta and receives a work permit. His wife does not want to work or study so only has status in Canada through her husband's work permit. They have two children together, and she has one child from a previous relationship. Their two biological children have status in Canada because they are the “child of” a temporary resident (their father) (s.8(1)(b)(iv)).

Since the 3rd child is not the “child of” the father, who is the holder of the work permit, tuition fees are payable under section 49. However the new Alberta Education policy extends section 8 to include the step-children of Temporary Foreign Workers so tuition fees are not payable.

Note: The biological or adoptive parent of the student **must** be accompanying the Temporary Foreign Worker as a spouse or common-law partner for the policy to apply.

Note: If the mother has a work permit you do not have to analyze the situation using the new codes because the mother is the biological parent of the child. When coding, you just pay attention to the relationship between the child and the mother and in this situation the 3rd child would be coded “7” because he/she is the “child of” the mother who is a temporary resident (s. 8(1)(b)(iv) of the *School Act*).

Note: As above, if the mother has a study permit that is recognized under the Alberta Education Guidelines to Section 8, the 3rd child would be coded “7” because he/she is the “child of” the mother who is a temporary resident (s. 8(1)(b)(iv) of the *School Act*).

The above examples are a guide only. Questions related to eligibility should be addressed by the authority's legal department.

General inquiries as to the interpretation of the *School Act* can be directed to Field Services who will liaise with the appropriate program areas.

Check Your Entry

Ensure that codes match those given in the Citizenship Code Table.

Examples:

Valid Entries

The following student is a Canadian citizen:

1

This student was born in a foreign country and has permanent residency papers:

2

This student has been sponsored for education in Canada and is in the country on a student visa:

5

Invalid Entries

✘ Invalid code - does not match any entry in the Citizenship Code Table:

c

Refer To / See Also

Refer to ***Citizenship*** Code for valid codes.

See also Error! Reference source not found. if student is coded under category 5.

CURRENT MAILING ADDRESS

Description

Current Mailing Address is used to record the address at which the student currently receives mail. A total of five fields are used to store the full address information on five lines including apartment, street address, city/town, province, and postal code:

Line 1:	Address Descriptors	(30 characters)
Line 2:	Address Descriptors	(30 characters)
Line 3:	City, town, etc.	(20 characters)
Line 4:	Province/territory	(2 characters)
Line 5:	Postal code	(6 characters)

Standard address abbreviations are specified in the Street/Province/State Abbreviations Code Table. Addresses are to be submitted in mixed case except for the province/territory and postal code fields.

Procedure

1. If there is an apartment or suite number, enter it on the first line, beginning at the first position and do not enter any leading blank spaces. Otherwise, use line 2 and enter the complete street address or postal box number. You have a maximum length of 30 characters for each of lines 1 and 2.
2. Enter the name of the town or city in the third field starting in the first position; do not enter any leading blank spaces. There is a maximum of 20 characters for this field. Use mixed case.
3. Enter the standard abbreviation for the province/territory in the next field. Use upper case.
4. Enter the proper postal code in the next field, ensuring that **1**'s (the number one) and **l**'s (lower case L and upper case I), and **0**'s (the number zero) and **O**'s (the letter O) are not confused. Postal codes will take up all 6 characters in this field.

Note:

- ♦ If addresses include apartment or suite numbers, they should be at the beginning of the first address line.
- ♦ Enter the values for province and postal code in upper case only.
- ♦ Use only one (1) space between words, left justify all entries.
- ♦ If the student's current address is an **out-of-country address**, please leave all of the student's current address fields blank and enter the out-of-country address in the student's permanent address fields.
- ♦ The current mailing address must be a North American address: Canada or US.
- ♦ Updates to address can be done through sisPrep.

Check your Entry

- ◆ Postal codes must be in the format of **ANANAN**, where “**A**” signifies an alpha character and “**N**” signifies a numeric character.
- ◆ Postal codes from Alberta must begin with the letter **T**.
- ◆ The province code must match an entry in the Street/Province/State abbreviations Code Table.
- ◆ Ensure that the address is complete — all fields (with the exception of the first address line where it is not needed) must be filled in.

Examples:

Valid Entries

Regular mailing address requiring only one address line, i.e., most students:

[illegible]

Regular mailing address requiring two address lines:

[illegible]

Invalid Entries

☒ Incorrect spacing in address fields:

[illegible]

Refer To / See Also

Refer to Street Abbreviations
Code Table for valid abbreviations.

Record information in the ***Permanent Mailing Address*** field **only** if it is different from this address.

CURRENT AREA CODE AND CURRENT PHONE NUMBER

Description

These fields are used to record the student's current area code and phone number. This information may be used to conduct annual satisfaction surveys.

Procedure

1. Enter the area code.
2. Enter the telephone number.

Note:

- ♦ The area code must be entered if a phone number is entered.
- ♦ The phone number must be entered if an area code is entered.

Check Your Entry

- ♦ Do not enter an area code unless the phone number is entered.
- ♦ Do not submit zeros if no phone number is provided - leave the area code and phone number blank.

ENROLLMENT TYPE

Description

Enrollment Type Enrollment codes are used to identify students for funding or data collection purposes. Codes consisting of three numeric characters are used to differentiate various types of enrolments ranging from regular to exchange. Students can be assigned up to three enrollment type codes as fits their situation. Some of the terms used to describe the enrollment types are defined below.

See the **Enrollment Type** Code Table for valid enrollment type codes and their descriptions.

Procedure

1. Determine which enrollment category (or categories) best describes the student.
2. Beginning in the first enrollment type field, enter the applicable code. Do not enter anything into the second or third enrollment type fields unless multiple codes are required.

Note:

- ◆ Check with your school authority central office on the use of this field. There may be grants associated with some of these categories.
- ◆ If a student is here from another country on an exchange program (code **413**) or visiting from outside Canada (code **416**), he or she must also have a Study Permit, and will also require specific values in the **Citizenship** and **Student Authorization Expiry Date** fields.
- ◆ Codes **121** and **130** cannot exist on the same record.
- ◆ Codes **331**, **332**, **333** and **334** are new codes, effective September 1, 2003. Refer to the Enrollment Code Table for a description of these codes. To collect the data, the following Aboriginal ancestry question and detail (include all the information shown in the box) will need to be added to the student registration forms. Answering this question allows students or their parents the opportunity to self-declare their aboriginal ancestry. The data will be used to improve the assessment of educational attainment of Aboriginal learners.

If you wish to declare that you are an Aboriginal person, please specify:

☐ **Status Indian/First Nation** ☐ **Non-Status Indian/First Nation** ☐ **Métis** ☐ **Inuit**

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet Ministry and School Board mandates and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. This information will also be used to determine the provincial First Nations, Métis and Inuit Funding Allocation provided to school jurisdictions.

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501 .

What grades do public jurisdictions include the ALDCI question on registration forms?

Public schools include the ALDCI question on all registration from K-12.

Do Private Schools include the ADLCI question on registration forms and if so which grades?

Level 1 Funded private schools do not include the question. Level 2 Funded private schools include the question on registration forms for students in grades 1-12. Registration forms for students in Kindergarten and for those in Home Education do not have the ALDCI question included.

Do Band Schools include the ADLCI question on registration forms?

No Band schools do not need to include the question on registration forms.

Check Your Entry

- ♦ Ensure that all codes match those in the Enrollment Type Code Table.
- ♦ Codes **121** and **130** cannot exist on the same student record.
- ♦ Do not specify more than one code from the **400** series.
- ♦ Do not specify any code more than once.

Examples:

Valid Entries

This is a regular student:

--	--	--	--	--	--	--	--	--	--

This is an independent student:

1	2	1							
---	---	---	--	--	--	--	--	--	--

This is a self-declared (Metis) aboriginal learner.

3	3	3							
---	---	---	--	--	--	--	--	--	--

The following is a student taking part in a student exchange within Canada:

4	0	2							
---	---	---	--	--	--	--	--	--	--

This is a visiting student, not on an exchange program, from outside Canada receiving instruction in person or online (non funded):

4	1	6							
---	---	---	--	--	--	--	--	--	--

Invalid Entries

- ☒ The code 100 must not be included:

1	0	0							
---	---	---	--	--	--	--	--	--	--

- ☒ These two codes (121 and 130) cannot exist together:

1	2	1							
---	---	---	--	--	--	--	--	--	--

- ☒ The student is incorrectly coded as an exchange student from outside Canada when he is actually a visiting student from outside Canada receiving instruction in person or online (non-funded). Should be coded 416.

4	1	3							
---	---	---	--	--	--	--	--	--	--

☒ Duplicate codes:

4	1	6		4	1	6			
---	---	---	--	---	---	---	--	--	--

Refer To / See Also

Refer to **Enrollment Type** for valid codes.

Check also **Citizenship** and **Student Authorization Expiry Date** fields for interdependency with any enrollment type **413** & **416** codes.

Code	Description
121	Independent Student*
130	Resident Student of the Government
330	Indian students for whom the educating school authority receives payment of a tuition fee from the Government of Canada
331	Aboriginal Learner – Status Indian/First Nation
332	Aboriginal Learner – Non Status Indian/First Nation
333	Aboriginal Learner – Métis
334	Aboriginal Learner – Inuit
Exchange Students	
402	Resident Student: from this school to a school outside Alberta but within Canada
403	Resident Student: from this school to a school outside Canada
412	Exchange Student: to this school from a school outside Alberta but within Canada
413	Exchange Student: to this school from a school outside Canada
Visiting Students	
415	Student from outside Alberta but within Canada receiving instruction in person or online (non funded)
416	Student from outside Canada receiving instruction in person or online (non funded)
Step-child of a Canadian or Temporary Foreign Worker	
417	Step-child of a Canadian Citizen
418	Step-child of a Temporary Foreign Worker

***INDEPENDENT STUDENT** means a student under Section 1(1)(m) of the *School Act* who is:

1. At least 18 years of age but less than 20 years of age on September 1; or
2. At least 16 years of age but less than 20 years of age on September 1; and:
 - a) who is living independently; or,
 - b) who is a party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*.

ESL - ENGLISH AS A SECOND LANGUAGE FUNDING

English as a Second Language (ESL) codes are used to identify eligible Canadian-born or foreign-born children/students who have insufficient fluency in English to achieve grade level expectations in English Language Arts and other subject areas. Funding is provided to support programming and services designed to meet the assessed needs of students who are acquiring English as a second or additional language.

- Each child/student identified as qualifying for English as a Second Language funding must be coded with either Grants Program Code 301 or 303. This code must be supported by an annual assessment kept on file at the school and made available upon request.
- ♦ Children/students who are coded as ESL may also, if eligible, have a special education code or Code 10.
- ♦ ESL students/children should be receiving English as a Second Language Programming in order to qualify.
- ♦ Funding will be provided for a maximum of 7 years for each eligible funded child/student.
- ♦ Funded students enrolled in Home education, blended programs, outreach programs or on-line programs are not counted for ESL funding.
- ♦ To facilitate completeness in the reporting of ESL programming activities, Code 302 is provided to allow for the identification of children/students receiving ESL programming but who are not currently funded by Alberta Education. Such children/students are unfunded, but:
 - may be non-Alberta, visiting or international students;
 - may have exceeded the maximum years of allowable funding;
 - may need to apply for an ESL accommodation for provincial diploma examinations.

Codes	Description
301	Foreign-born English as a Second Language Funded
302	English as a Second Language (non-funded)
303	Canadian-born English as a Second Language Funded

FRANCISATION FUNDING

Francisation Funding is available to Francophone Regional Authorities.

Francisation funding may be claimed for funded children/students who have insufficient fluency in French to achieve grade level expectations in Français and other subject areas which must be supported by an annual assessment. Assessment documentation must be kept on file at the school and made available upon request.

- ♦ Funded children/students eligible for Francisation must be coded either:
 - Foreign born – code 307
 - Canadian born – code 306
- ♦ Funding will be provided for a maximum of 7 years for each eligible funded child/student.
- ♦ Funded students enrolled in Home education, blended programs, outreach programs or on-line programs are not counted for Francisation funding.
- ♦ Starting in 2008, Francophone Regional Authorities may claim Francisation and ESL funding for the same child/student (see Section 1.9 of the Funding Manual for School Authorities).

Codes	Description
306	Francisation – Canadian born (Francophone authorities – equivalent to ESL)
307	Francisation – Foreign born (Francophone authorities – equivalent to ESL)

EXIT DATE

Description

Exit Date records the last date of attendance at a specific school. This field is eight (8) characters long to accept four (4) digits for the year, and two (2) digits each for the month and day, in that order, with no separators. This field is considered **mandatory** if a corresponding **Exit Description** code appears.

Procedure

1. Enter the last date that the student attended your school in **YYYYMMDD** format, using numbers only.
2. Enter a leading **0** for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).

Note:

- ♦ Ensure that the last day of attendance is recorded rather than the day after to avoid conflicts between this date and the date of new registration.

Check Your Entry

- ♦ Exit date cannot be later than the current date nor prior to the student's registration start date.
- ♦ Exit date must be a valid date and entered in the prescribed format.
- ♦ If either of Exit Date or Exit Description exists, the other must exist.

Examples:

Valid Entries

This student last attended this school on February 10, 2009:

2	0	0	9	0	2	1	0
---	---	---	---	---	---	---	---

Invalid Entries

- ☒ Incorrect entry with characters in the wrong order:

0	2	1	0	2	0	0	9
---	---	---	---	---	---	---	---

- ☒ Incorrect entry with non-numeric characters used:

2	0	0	9	F	E	1	0
---	---	---	---	---	---	---	---

Refer To / See Also

Ensure that information is correctly entered into the **Exit Description** field.

EXIT DESCRIPTION

Description

Exit Description records the reason for a student's exit from a school with a five-character alphanumeric code. These codes cover a wide variety of situations explaining the student's movement from the school. This field is **mandatory** if a date is present in the **Exit Date** field.

Valid exit description codes and definitions are found in the **Exit Description** Code Table.

Procedure

1. Enter the code that best describes the reason for the student's exit from your school.
2. Use the most appropriate of the following codes if the reason is unknown: **20000**, **30000**, or **90000**.

Check Your Entry

- ♦ Ensure that codes match those in the Exit Description Code Table.
- ♦ If either of Exit Date or Exit Description exists, the other must exist.

Examples:

Valid Entries

The following student is transferring to another school within the school authority:

2	1	1	0	0
---	---	---	---	---

The following student was expelled from school by Board resolution:

3	0	0	3	0
---	---	---	---	---

Invalid Entries

- ☒ Invalid code used (O's instead of 0's):

1	O	O	O	O
---	---	---	---	---

Refer To / See Also

Refer to **Exit Description** Code Table for valid codes.

Ensure that information is correctly entered into the **Exit Date** field.

Code		Description	
No Diploma			
10000	Completed prescribed course of studies (no diploma)		
10100	Completed prescribed course of studies (no diploma) and continuing education at a more advanced level		
Transfer Students			
20000	Unknown		
21000	Transfer within Alberta		
21100	Transfer within school authority		
2D000	Transfer to the United States		
2E000	Transfer outside Alberta		
2F000	Transfer outside Canada and the United States		
Early Leavers			
30000	Unknown		
30010	Deceased		
30020	Left school through mutual agreement		
30030	Expelled from the system through Board resolution		
30040	Left school for health reasons		
30060	Seeking employment		
31050	Employed within Alberta		
3E050	Employed outside Alberta		
Leaving to Continue Education Beyond the High School Level			
University in Alberta		University Outside Alberta	
41100	University of Alberta	42000	British Columbia
41200	University of Calgary	43000	Saskatchewan
41300	University of Lethbridge	44000	Manitoba
41400	Athabasca University	45000	Ontario
41700	Other University in Alberta	46000	Quebec
		47000	New Brunswick
		48000	Nova Scotia
		49000	Prince Edward Island
		4A000	Newfoundland
		4D000	University in the United States
		4F000	University outside Canada and the United States

FRENCH HOURS OF INSTRUCTION PER YEAR

Description

French Hours of Instruction per Year is used to calculate entitlement to Federal Government Funding for French Language programs. This funding is distributed to school authorities by Alberta Education to assist students in learning French.

What is an alternative French language program? *Grant Program Code 211*

An alternative French language program means French second language courses, bilingual French language programs, and varying French immersion programs such as early, middle, late and maintenance programs. These programs are not intended to meet the needs of Francophone students nor do they satisfy their parents' entitlement to minority language education under Section 23 of the Canadian Charter of Rights and Freedoms.

What is a Francophone language program? *Grant Program Code 221*

A Francophone Education Program is designed for children of parents with rights under Section 23 of the Canadian Charter of Rights and Freedoms. It encompasses a linguistic, cultural and community enterprise that meets the needs of both students and the community.

French hours of instruction for the entire school year must be recorded on the student's record. Minimum hours of instruction for grants program codes 211 and 221 are identified in the table below.

Procedure

1. Determine if the student is enrolled in a French Language Program.
2. Enter the hours of French instruction per year that the student receives.

Note:

- ♦ To use the grant program code 211 or 221, programs should meet the following minimum number of student instructional hours in French per year.

211 – Alternative French Language Program 221 – Francophone Education Program	Minimum #Instructional Hours in French
ECS	238 hours per child/year
Grades 1 to 6	475 hours per student/year
Grades 7 to 9	380 hours per student/year
Grades 10 to 12	(10 credits) 250 hours per student/year The 250-hour minimum refers to students who take one 5-credit French language arts course and one other 5-credit course taught in French such as Social Studies or Mathematics in one year.

- If Alternative French language programs do not meet the minimum hours specified, please use the program code 230 (French as a second language)
- FSL Courses (code 230) should fall within the following range of student instructional hours in French per year.

230 - French as a Second Language	Instructional Hours in French
ECS	Less than 238 hours per student/year
Grades 1 to 6	Less than 475 hours per student/year
Grades 7 to 9	Less than 380 hours per student/year
Grades 10 to 12	125 to 250 hours per student/year (Indicates 250 hours for students who take two 5-credit FSL courses in one year.)

- Instructional hours for **the entire year** in semestered programs must be entered in September to receive full support.
- Edulink will automatically reject entries that do not meet the criteria identified above.

Examples:

Valid Entry

Correct entry of French Hours of Instruction per Year. Right-justified zero filled.

0	7	5	0
---	---	---	---

Invalid Entry

- ☒ Incorrect entry of French Hours of Instruction per Year. Not right-justified zero; use of letter "O" instead of zero "0".

7	5	O	
---	---	---	--

GENDER

Description

Gender is used to identify a student as male or female, using a single character alphabetic code of **M** if male and **F** if female. This field is **mandatory**.

Procedure

1. Enter a code of M if the student is male.
2. Enter a code of F if the student is female.
- Gender can be updated through sisPrep.

Examples:

Valid Entry

The following student is coded as female:

Invalid Entries

- ☒ The following entry contains an invalid code:

- ☒ Gender code is missing:

GRADE

Description

Grade is defined as “**Enrolled Grade**” meaning, the grade to which the student is assigned. Typically there is a strong relationship between a student’s age, peer group and enrolled grade. This field is two characters in length, and must be assigned one of fourteen possible values: **01** to **12** (for the standard grades 1 through 12), **EC** (Early Childhood), or **UG** (ungraded). Every student must be assigned one of these grades or grade equivalents in all registration submissions.

Procedure

1. Determine the grade or grade equivalent of the student.
2. Enter one of the valid values, ensuring that grades 1 through 9 are shown with a leading **0** (i.e., 01 to 09).

Note:

- ♦ Alberta Education does not use **UG** to refer to Special Education Students for grants purposes. Instead they are identified by code(s) in the **Special Education Student** field and a corresponding **Grants Program** code of **500**.
- ♦ Grade **UG** (ungraded) designates a student who is not studying a graded curriculum, that is, the student’s program is restricted to learning outcomes that are significantly different from the provincial curriculum defined in the Program of Studies and are specifically selected to meet the student’s special education needs as defined in the Standards for Special Education, Amended June 2004 and the Requirements for Special Education in Accredited-Funded Private Schools, 2006.
- ♦ Students who are to be eligible for Program Unit Funding (PUF) must be graded **EC**.

Check Your Entry

- ♦ Ensure that all numeric grades are between **01** and **12** inclusive.
- ♦ Ensure that all non-numeric grades are **E**.
- ♦ Students who are to be eligible for Program Unit Funding (PUF) must be graded **EC**.
- ♦ Note: As of 2008, the use of **UG** is no longer valid for achievement exam purposes.

Examples:

Valid Entries

The following student is in grade 5:

0	5
---	---

The following student is in an Early Childhood program:

E	C
---	---

The following student is in the equivalent of a grade 9 program:

0	9
---	---

Invalid Entries

☒ Invalid entry for a grade 3 student:

3	
---	--

☒ Invalid entry for an ungraded student:

0	0
---	---

☒ Invalid entry for a returning grade 12 student:

1	3
---	---

GRANTS PROGRAM

Description

Grants Program identifies the type or course of study in which a student is enrolled, such as home schooling or bilingual education. Each grants program code consists of three numeric characters.

The valid codes are found in the **Grants Program** Code Table.

Procedure

1. Decide how many and which grants program codes apply to the student.
2. Enter the code(s) into the appropriate field(s).

Note:

- ♦ Do not use more than one of the **400** series (bilingual) codes.
- ♦ Remember to record at least one Special Education student code in the **Special Education Student** field if grants program code **500** (Special Education Funding) is used.
- ♦ In order for a student to be classified with a **500** code, the school authority must have created an Individualized Program Plan (IPP) for the student.
- ♦ Only Designated Special Education Private Schools may use code **110**. Please refer to the Funding Manual for more details.
- ♦ The use of codes 110, 140 or 145 requires an entry in the Resident Board field.
- ♦ Effective September 1, 2004, the description for Grants Program code **306** – Francisation has changed to: Francisation – Canadian Born and a new code **307** – Francisation – Foreign Born has been added. These codes are equivalent to the ESL codes used by non-francophone authorities. These codes are to be used, when registering a francophone student, by a francophone authority or non-francophone authority offering Francisation services in conjunction with Grants Program code 145 – Francophone Tuition Agreement. Completion and submission of Form 02AL1.14 to School Finance is no longer required.
- ♦ Effective September 1, 2003, two new Grants Program codes **611** and **612** were added. They are to be used for Home Education Blended Programs where two separate schools are involved in the blended program. The **611** code would be used by the school that is supervising only the home education portion of a blended program and **612** would be used by the other school offering only the in-class portion of a home education blended program. Grants Program code **610** – Home Education Blended Program should be used where one school supervises the home education portion and, as well, provides the in-class portion of a blended program.
- ♦ Effective September 1, 2006, Grant Program code **640** has been added. This is to be used for High School Refugee Student (see section on High School Refugee Student)

Check Your Entry

- ♦ Ensure that all codes match those in the Grants Program Code Table.
- ♦ Do not specify more than one code from each of the following series: **200** and **400**.
- ♦ Do not specify any code more than once.

- ♦ Use of code **500** requires at least one entry in the **Special Education Student** fields.
- ♦ Use of code **221** (Francophone Education Program) may require that **Section 23 Eligibility** be Y.

Examples:

Valid Entries

This student is enrolled in a home education program:

6	0	0							
---	---	---	--	--	--	--	--	--	--

This student is enrolled in a home education blended program and the home education portion is being supervised by this school:

6	1	1							
---	---	---	--	--	--	--	--	--	--

This student is enrolled in a home education blended program and the school is supervising the home education portion as well as providing the in-class portion of the blended program:

6	1	0							
---	---	---	--	--	--	--	--	--	--

This student is a regular student enrolled in a funded English as a second language program and an Knowledge and Employability Courses (formerly IOP):

3	0	1		7	1	0			
---	---	---	--	---	---	---	--	--	--

This student is a regular Canadian born student enrolled with a Francophone authority and is receiving Francisation services:

3	0	6							

This student is a Foreign born student enrolled with a Francophone authority and is receiving Francisation services:

3	0	7							
---	---	---	--	--	--	--	--	--	--

The following student is a Special Education student:

5	0	0							
---	---	---	--	--	--	--	--	--	--

The following student is a French as a Second Language student:

2	3	0							
---	---	---	--	--	--	--	--	--	--

Invalid Entries

- ✗ Invalid grants program code:

2	0	0							
---	---	---	--	--	--	--	--	--	--

- ✗ Invalid use of two 200 series codes:

2	1	1		2	2	1			
---	---	---	--	---	---	---	--	--	--

Refer To / See Also

Refer to **Grants Program** Code Table for valid codes.

See also Error! Reference source not found. and **Section 23 Eligibility** fields for potential edit conflicts.

Code	Description	Code	Description
110	DSEPS – parental decision after consult with resident board	407	Polish
140	Education Services agreement	408	Other
145	Francophone Tuition agreement	409	Spanish
211	Alternative French Language Programs	410	Mandarin
221	Francophone Education Program	411	Cantonese
230	French as a Second Language courses	412	Blackfoot
301	English as a Second Language Funded	500	Special Education Funding
302	English as a Second Language Non-funded	550	Designated Institutional School (reside & attend)
303	Canadian-born English as a Second Language	600	Home Education Program
306	Francisation – Canadian born (Francophone authorities – equivalent to ESL)	610	Home Education Blended Program
307	Francisation – Foreign born (Francophone authorities equivalent to ESL)	611	Home Education portion of a Blended Program
401	Arabic	612	In-class portion of a Blended Program
403	Cree	620	Online Program
404	German	630	Outreach Program
405	Hebrew/Yiddish	640	High School Refugee student
406	Ukrainian	710	Knowledge and Employability Courses (formerly IOP)

HIGH SCHOOL REFUGEE STUDENT

HIGH SCHOOL REFUGEE STUDENT means a high school age funded student who was born outside of Canada and has entered Canada as a refugee (as determined in the Immigration and Refugee Protection Act where a refugee is defined as someone who has been forced to flee their country due to persecution). An eligible student must provide the school jurisdiction with a copy of the Acknowledgement of Convention Refugee Claim. These students will have had little or no formal schooling and are unable to complete many courses in the high school Program of Studies. Instead they are enrolled in a program that focuses on basic literacy, numeracy and functional skills to improve their chances of success in school and life and to help them integrate into Canadian society.

To receive 35 CEUs of Base Instruction funding for high school refugee students (code 640), **school jurisdictions** must have on file:

- a refugee claim to the Immigration and Refugee Board (IRB) within the past year and
- an Acknowledgement of Convention Refugee Claim

The High School Refugee Student - Grants Code 640 was added in 2006. Students qualifying for this funding are full-time funded high school students who were born outside of Canada and have little or no formal schooling resulting in them being unable to complete many courses in the high school *Programs of Studies*. These students may require coordinated services through a variety of community and/or government agencies to improve their chances to succeed in school and life. The program will assist students to integrate into Canadian society and prepare for the world of work or post-secondary studies.

Funding will be provided based on the number of full-time **funded** high school students who meet the following conditions:

- ♦ must provide a copy of **any one** of the following documents from Citizenship and Immigration Canada:
 - *Notice to Appear*
 - *Refugee Protection Claimant Document*
 - *Notice of Decision*
 - *Immigrant Visa and Record of Landing indicating status as Convention Refugee*
 - *Confirmation of Permanent Resident indicating status as Convention Refugee*
- ♦ and have little or no formal schooling resulting in them not being able to take a full high school program.
- ♦ This program code can be used in association with the Severe Disability Conditions (40 series), Mildly/Moderately Disabled Conditions (50 series), English as a Second Language (Code 301), and Francisation – Foreign born (Code 307).
- ♦ Funded students enrolled in Home Education (Code 600), **blended programs** (Code 610), (Code 611), (Code 612), **outreach** programs (Code 630) or **online programs** (Code 620) are not eligible for funding from this section.

*** **Please see the definition of a high school refugee student in the glossary of terms in the Funding Manual for School Authorities.**

Revised

LEGAL GIVEN NAME(S)

Description

Legal Given Name(s) is used to record the given name(s) of a student as documented on an acceptable vital statistics document or if the student was born in an authority outside Alberta, the student's name as registered in that authority. An acceptable vital statistics document:

- ♦ *Canadian birth certificate*
- ♦ *Permanent Resident Card*

The given name(s) must be recorded exactly as found on the validating document to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required. This field is **mandatory**.

Procedure

1. Enter the student's given name(s), with no variations, using mixed case.
2. Between each given name, or where a single name consists of multiple words, use only one space between each word.
3. Left justify this field, i.e., do not enter any leading spaces.
4. If the full legal given names exceed the 25 character limit, enter as much as you can without abbreviating. This ensures that the entry will be the same each time.
5. The SIS system cannot currently accept characters from the French character set.

To record a legal name change:

- ♦ Obtain court order proof to support the change of name request (do not make changes without proper validating documents) (It is not necessary to submit copies to Alberta Education.)
- ♦ Make the change to your records system and send the updated information to Client Relationship Services on your next regular registration submission.

Note:

- ♦ The first time that a student registers in your school authority, an acceptable vital statistics document must be presented to verify his/her legal name and birth date. Client Relationship Services recommends that you make a copy of the document that is used to substantiate this information. Check with your school authority contact person regarding the policy on checking and recording vital statistics information.
- ♦ Make a copy of the document used to support a legal name change. Check with your school authority central office regarding the policy relating to name changes.
- ♦ Legal names can be edited by using sisPrep.

Legal Given Name appears on the student's high school transcript and diploma.

Check Your Entry

- ♦ Entry must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _
- ♦ Name(s) must be entered in mixed case.

Examples:

Valid Entries

Correctly entered legal given names with proper use of hyphens:

S	a	m	m	y	-	J	o		S	a	r	a	h	-	L	y	n	n						
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

Correctly entered legal given names with proper use of apostrophe and mixed case:

[illegible]

Invalid Entries

- ☒ Given names entered in upper case only:

C	H	R	I	S	T	O	P	H	E	R		R	Y	A	N								
---	---	---	---	---	---	---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--

- ☒ Given name Christopher Ryan entered incompletely, abbreviated second given name to an initial:

[illegible]

- ❌** Given names entered with invalid characters and incorrect spacing (this example shows an attempt to include a common or AKA name in the legal name field):

J	e	n	n	i	f	e	r			(J	e	n	n	y)		L	e	a	h			
---	---	---	---	---	---	---	---	--	--	---	---	---	---	---	---	---	--	---	---	---	---	--	--	--

- ☒ Given names missing:

[illegible]

LEGAL SURNAME

Description

Legal Surname is used to record the legal surname of a student as it is documented on an acceptable vital statistics document or if the student was born in an authority outside Alberta, the student's name as registered in that authority. An acceptable vital statistics document:

- ♦ *Canadian birth certificate*
- ♦ *Permanent Resident Card*

*The legal surname must be recorded exactly as found on the validating document to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required. This field is **mandatory**.*

Procedure

1. Enter the student's full legal surname, with no variations, using mixed case.
2. In cases where the surname consists of multiple words, use only one space between each word.
3. Left justify this field, i.e., do not enter any leading spaces.
4. If the full legal surname exceeds the 25 character limit, enter as much as you can without abbreviating. This ensures that the entry will be the same each time.
5. The SIS system cannot currently accept characters from the French character set.

To record a legal name change:

- ♦ Obtain court order proof to support the change of surname request (do not make changes without proper validating documents). (It is not necessary to submit copies to Alberta Education.)
- ♦ Make the change to your records system and send the updated information to Client Relationship Services on your next regular registration submission.

Legal surname appears on the student's high school transcript and diploma.

Note:

- ♦ The first time that a student registers in your school authority, an acceptable vital statistics document must be presented to verify his/her legal name and birth date. Client Relationship Services recommends that you make a copy of the document that is used to substantiate this information. Check with your school authority contact person regarding the policy on checking and recording vital statistics information.
- ♦ Make a copy of any document used to support a legal name change. Check with your school authority central office regarding the policy relating to name changes.
- ♦ Legal names can be edited by using sisPrep.

Check Your Entry

- ♦ Entry must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _
- ♦ Name must be entered in mixed case.

Example:

Valid Entries

Correctly entered legal surnames with proper use of apostrophes and hyphens:

S	m	i	t	h	-	O'	N	e	i	l									
---	---	---	---	---	---	----	---	---	---	---	--	--	--	--	--	--	--	--	--

Correctly entered legal surname with proper use of periods and spaces:

[illegible]

Correctly entered legal surname with proper use of mixed case:

[illegible]

Invalid Entries

- ☒ Surname entered in upper case only:


[illegible]

- ☒ Surname entered with invalid characters (this example shows an attempt to combine legal surname with an AKA surname):

[illegible]

- ☒ Surname entered with improper spacing and right justification:

											v	a	n		d	e	r		W	a	i
--	--	--	--	--	--	--	--	--	--	--	---	---	---	--	---	---	---	--	---	---	---

-  Surname field missing:

[illegible]

PERMANENT MAILING ADDRESS

Description

Permanent Mailing Address is used to record the student's permanent mailing address. A total of six fields are used to store the full address information including apartment/street address, city/town, province/state, postal/zip code, and country.

Line 1:	Address Descriptors	(30 characters)
Line 2:	Address Descriptors	(30 characters)
Line 3:	City, town, etc.	(20 characters)
Line 4:	Province/territory/state/country	(20 characters)
Line 5:	Postal or Zip code	(15 characters)
Line 6:	Country	(30 characters)

A permanent mailing address is only applicable for students who are temporarily residing in your authority (exchange program, boarding school, etc.).

Addresses are to be submitted in mixed case except for the province/territory and postal code fields. Use upper case in province/state/country and postal or zip code if appropriate.

DO NOT DUPLICATE THE CURRENT MAILING ADDRESS IN THESE FIELDS.

Procedure

1. Enter the apartment and street address, beginning at the first position and do not enter any leading blank spaces. You have a maximum length of 30 characters for each of lines 1 and 2.
2. Enter the name of the town or city in the next field starting in the first position; do not enter any leading blank spaces. Maximum characters for this field are 20. Use mixed case.
3. Enter the name of the province, territory, state, or county in the next field. Maximum characters for this field are 20. If the address is in Canada or the United States, use standard abbreviations from the Street/Province/State Code Table. Use upper case.
4. Enter the proper postal or zip code in next field, ensuring that 1's (the number one) and l's (lower case L) and 0's (the number zero) and O's (the letter O) are not confused. A maximum of 15 characters is permitted here.
5. Enter the name of the country in the next field to a maximum of 30 characters (this also includes Canada and United States).
6. If the student's current address is an **out-of-country address**, please leave all of the student's current address fields blank and enter the out-of-country address in the student's permanent address fields.

7. Note

- ◆ If addresses include apartment or suite numbers, they should be at the beginning of the address line, not at the end.
- ◆ Use only one (1) space between words, left justify all entries.
- ◆ Do **NOT** enter this information unless it is different from ***Current Mailing Address***.
- ◆ Ensure that you are not repeating information from the Student's Current Mailing Address field.
- ◆ If the student's current address is an **out-of-country address**, please leave all of the student's current address fields blank and enter the out-of-country address in the student's permanent address fields.

Examples:

Valid Entries

Regular mailing address requiring two address lines:

[illegible]

Invalid Entries

☒ Incomplete address:

[illegible]

REGISTRATION START DATE

Description

Registration Start Date is used to record the date that a student starts in the current school year. This field is eight (8) characters long to accept four (4) digits for the year, and two (2) digits each for the month and day of registration, in that order, with no separators. This date is required whenever student data is added or modified. This field is **mandatory**.

Procedure

1. Enter the registration start date in **YYYYMMDD** format, using numbers only.
2. Enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).

Note:

- ♦ Record the date that a student starts in the current school year. All registration start dates must be on or after the official school start date established by school board resolution.
- ♦ This date changes for every student *each year*.

Check Your Entry

- ♦ Registration start date **cannot be prior to August 1** of the current school year nor can it be later than the current date.
- ♦ Entry must be a valid calendar date entered in the prescribed format.

Examples:

Valid Entry

Correctly entered registration date of September 1, 2008:

2	0	0	8	0	9	0	1
---	---	---	---	---	---	---	---

Invalid Entries

- ✗ Incorrect date format for September 1, 2008:

0	9	0	1	2	0	0	8
---	---	---	---	---	---	---	---

- ✗ Incorrect entry with non-numeric characters used:

2	0	0	8	S	E	0	1
---	---	---	---	---	---	---	---

- ✗ Incorrect entry with date elements missing leading 0's:

2	0	0	8		9		1
---	---	---	---	--	---	--	---

- ✗ Registration start date missing:

--	--	--	--	--	--	--	--

REGISTRATION ENTRY STATUS

Description

Registration Entry Status is a three character numeric code used to identify the status of a student on entry to the school for the current school year. Essentially, this field is used to identify drop-in vs. transfer students and where the student's previous registration might be. A drop-in student is considered to be re-entering the school system after having dropped out during some previous school year. A transfer student is any student coming from any other school within the same school year (or between two school years), whether it be a public, private, or home institution.

Valid codes are found in the **Registration Entry Status Code Table**.

Procedure

1. If the student is a continuing student from the previous year (as the majority of students will be), he or she should be coded as **100** (Continuous Registration).
2. In all other cases, examine the student's transfer papers and code according to the descriptions in the Registration Entry Status Code Table.

Note:

- ♦ If a student cannot be accurately described as a continuing registration, nor as a drop-in or transfer-in (e.g. repeating grade 12 students who have graduated at least one school year ago), code as **500**.
- ♦ Grade 12 students returning to Grade 12 immediately after their first year are to be classified as continuing registrations, i.e., **100**.

Check Your Entry

- ♦ Ensure that codes match ones in the Registration Entry Status Code Table.
- ♦ Code **200** usually applies to students classified as Early Childhood (grade **EC**) or Grade 1 (grade **01**).
- ♦ Ensure that any instance of a code **100** with an **EC** student is valid (i.e., the student is returning for another year of Early Childhood services); otherwise code as **200**.

Examples:

Valid Entries

This student was registered at this school on the last day of the previous school year:

1	0	0
---	---	---

This student is registering in a school for the first time and is in Grade 1:

2	0	0
---	---	---

The following student is repeating several Grade 12 courses after taking a year off:

5	0	0
---	---	---

This student is transferring in from a school in Saskatchewan:

3	3	0
---	---	---

This student is taking another year of Grade 12 immediately after the first year:

1	0	0
---	---	---

Invalid Entries

- ☒ The following Grade 8 student, transferred from another school in the school authority, and is incorrectly coded as a New Registration (should be **310**):

2	0	0
---	---	---

- ☒ The following is an invalid code:

		1
--	--	---

- ☒ This student is continuing in Grade 12 from the previous year and is incorrectly coded as a Return to Education (should be **100**):

5	0	0
---	---	---

Refer To / See Also

Refer to **Registration Entry Status** for valid codes.

See also **Grade** field for possible conflicts as described on the previous page.

Code	Description
Continuous Registration	
100	The student was registered in this school on June 30 of the previous year (including any grade 12 students in continuous registration)
New Registration	
200	This code will only apply to students who have NEVER attended an organized school (normally ECS or Grade 1 students)
Transfer-in	
310	From a school within the same School authority
320	From an Alberta School authority but not this School authority (includes private schools)
330	From a school within Canada
340	From a school outside Canada
Drop-in	
410	Last attended a school within the same School authority
411	Last attended a school within the same School authority and returning from health problems
412	Last attended a school within the same School authority and returning from the work force
420	Last attended an Alberta School authority but not this School authority
421	Last attended an Alberta School authority but not this School authority and returning from health problems
422	Last attended an Alberta School authority but not this School authority and returning from the work force
430	Last attended school outside Alberta
431	Last attended school outside Alberta and returning from health problems
432	Last attended school outside Alberta and returning from the work force
Return to Education	
500	Any Student returning to education who cannot be classified as a drop-in, transfer-in, or continuous registration student

REGISTRATION TYPE

Description

Registration Type is used to record the type of program or courses that the student is taking, such as regular day classes, summer time evening courses, or continuing education, etc. The five possible types of registration are each indicated by a single alphabetic code, listed in the **Registration Type** Code Table. This field is **mandatory**.

Procedure

1. Enter one of the following five codes in upper case:

- ♦ *D — Regular Day*
- ♦ *C — Continuing Education Day*
- ♦ *E — Continuing Education Evening*
- ♦ *S — Summer Day*
- ♦ *T — Summer Evening*

Note:

- ♦ Day students are those who receive instruction between the hours of 8:00 am to 6:00 p.m.
- ♦ Evening students are those who receive instruction after 6:00 p.m.
- ♦ Continuing Education are those students who receive instruction by an individual who holds a certificate of qualifications as a teacher or competent individual under the supervision of such an individual on any subject in addition to prescribed courses and education programs identified under the *School Act* that does not interfere with normal school operations.

Check Your Entry

- ♦ Codes must match entries in the Registration Type Code Table.
- ♦ Summer School students must have a Registration Type of "S"

Examples:

Valid Entries

The following is a student attending school during regular daytime hours:

D

The following is a student attending high school during the day in the summer:

S

Invalid Entries

- ✕ Invalid code - does not match any entry in Registration Type Code Table:

2

☒ Registration type code missing:

Refer To / See Also

Refer to the **Registration Type** Code Table for valid codes.

Code	Description
D	Regular Day Student
C	Continuing Education Day Student
E	Continuing Education Evening Student
S	Summer Day Student
T	Summer Evening Student

RESIDENT BOARD

Description

Resident Board refers to the school authority in which the student's parent lives. Only Public and Separate school authorities are valid as resident boards. It is the responsibility of the school authority to determine the resident board for every student who is attending school in that school authority. An independent student can declare his or her own residency. (For the definition of an independent student, see the *School Act*.) For a listing of valid resident boards, please see Appendix E.

Resident Board information for students will only be updated on the Student Information System when the student record contains a Grants Program Code of **110**, **140** or **145**. School Finance will use the resident board information, in these cases, for funding distribution purposes. **When a Grants Program Code of 145 is used, a resident board code for a francophone authority is required.**

Procedure

1. Determine the student's correct resident board.
2. Enter the school authority code for the board as assigned by Alberta Education.

Check Your Entry

- ♦ The school authority code must be a valid code.
- ♦ The school authority must have an operating status for the registration time period.

Examples:

Valid Entry

The following is a resident board entry for the Grande Yellowhead Regional Division #35:

1	0	8	5
---	---	---	---

Invalid Entry

- ☒ The following is an invalid school authority code (using **O** instead of **0**):

1	O	8	5
---	---	---	---

SCHOOL CODE

Description

School Code is used to identify the school in which the student is or was registered. This is a unique four-digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education 4-digit numeric school code.

Check Your Entry

- ♦ The school code used must be a valid code and must belong to the school authority submitting the file.

Examples:

Valid Entry

Correctly entered school code for Memorial Composite High School

2	2	0	9
---	---	---	---

Invalid Entries

- ✗ Incorrect entry using letters in place of zeros and ones:

2	2	O	9
---	---	---	---

- ✗ Missing school code:

--	--	--	--

SCHOOL/AUTHORITY STUDENT IDENTIFIER

Description

School/Authority Student Identifier is used by the school and/or school authority for internal ID purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school. This field is **mandatory** for electronic submissions.

Procedure

1. Fill in the field with a code consisting of up to 15 characters.
2. Left justify all entries.

Note:

- ♦ This ID number should be different from the one in the **Alberta Student Number** field assigned by Alberta Education.
- ♦ Client Relationship Services carries this identifier as a convenience to the school and school authority.

Examples:

Valid Entries

The following is a local ID code that is based on a random numeric sequence:

9	3	2	1	6	7	2								
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

The following is a local ID code that uses a mixture of the student's actual identifying information:

9	2	J	O	N	E	7	9	0	6					
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--

Invalid Entry

☒ Incorrect justification:

								9	3	2	1	6	7	2
--	--	--	--	--	--	--	--	---	---	---	---	---	---	---

SECTION 23 ELIGIBILITY

Description

The Section 23 Eligibility code is used to identify students whose parents have a legal right to have their child receive French instruction in accordance with Section 23 of the *Canadian Charter of Rights and Freedoms (Charter)*. This code refers to educational instruction in a francophone education program or school and is not to be confused with French immersion. This field holds one of four single character codes: **Y**, **A**, **B** or **C** in answer to the question, "Is this student eligible for French instruction?"

It is a requirement of the *Student Record Regulation, A.R. 225/2006* which applies to Public Separate, Charter and Francophone Authorities, that schools within these types of school authorities to ask this question related to Section 23 and have it recorded on the student registration form. All parents of students in grades 1 through 12 must have the opportunity to declare their eligibility.

Private schools (Level 1 and Level 2) and Band operated schools are not subject to the relevant section of the Student Record Regulation and should therefore not be asking this question on their registration forms; the "Code A- Section 23 – Information has not been collected" should be defaulted for all students who fall into this category.

Procedure

1. Code the student with a **Y** for "yes" *only* if at least one of the following applies:
 - ♦ Either parent's mother tongue is French;
 - ♦ Either parent was educated in French in Canada;
 - ♦ One or more children in the family have received primary or secondary school instruction in French in Canada.

Note:

- ♦ The school is charged with the responsibility of ascertaining whether parents wish to exercise their Section 23 rights. This decision should be noted on the cumulative record, or the Student Records Portfolio.
- ♦ If a value of **221** (Francophone Education Program) exists for **Grants Program**, this field will likely require a code of **Y** for "Yes".
- * This eligibility is extended under the Canadian Charter of Rights for Canadian citizens only.
- * Level 2 Private Schools are required to submit data.

Code	Description	Explanation
Y	Section 23 – Question appears on form, response noted as - Eligible	This student eligible for French first language education
A	Section 23 – Information has not been collected	Private schools and Band operated schools only
B	Section 23 – Question appears on form, response noted as - Ineligible (former code was N)	If no, the student is ineligible and does not meet any of the requirements listed above, code this field with an upper case
C	Section 23 – Question appears on form, however but - Eligibility is unknown or not provided	Eligibility is unknown or not provided

Examples

Valid Entries

This student's father's first language is French:

This student's parents were both educated in English and all siblings were educated in English:

This student's mother was educated in French in Canada:

This student's brother was educated in French in Canada:

It is unknown whether the student is eligible:

The question on eligibility has not been asked:

Invalid Entry

☒ Invalid code

SPECIAL EDUCATION STUDENTS

Description

These codes are used to identify students who have special education needs. Each student identified as qualifying for Special Education Funding (through the **Grants Program** field code of **500**) must be assigned at least one special education code. Up to two codes may be assigned to a student. Each code consists of two (2) numeric characters. This field is **mandatory** if the student has a code of **500** in one of the **Grants Program** fields.

Valid codes are found in the **Special Education Student** Code Table in this document. Criteria for these codes are available at:

<http://education.alberta.ca/admin/special.aspx>

Procedure

1. Determine the extent of the special education needs for the student and verify an IPP is in place.
2. Enter up to two codes into the appropriate fields.

Note:

- ♦ If this field is left blank, the student will not qualify for special education funding.
- ♦ In order for a student to be eligible to receive Special Education funding, a Grants Program field must be coded with a 500.
- ♦ Grade 10, 11 or 12 students coded with a special education code in the 40, 50 series or code 80 and a 500 Grants Program Code will receive funding equivalent to 35 credit enrollment units.
- ♦ If it is anticipated that a student in grade 10, 11 or 12 with a special education code in the 40, 50 series or a gifted and talented 80 code, will attempt more than 35 credits, **do not apply the Grants Program code of 500**.
- ♦ An application for Program Unit Funding (PUF) will require the use of a special education code in the 40 series.
- ♦ Check with your school authority central office on the use of this field since there are grants payments associated with most of these categories.
- ♦ An **Individualized Program Plan** must be in place for children and students who are assigned special education codes.
- ♦ There is a requirement to report expenditures for students assigned special education codes.
- ♦ Do not use the 500 Grants Program Code in combination with the special education code of 10.

Check Your Entry

- ♦ Ensure that the codes match those in the Special Education Code Table.
- ♦ If the Grade field is EC, Special Education codes in the 50 series is not valid.
- ♦ If the Grade field is 01 through 12 or UG, special education codes 10, 30, and 47 are not valid.
- ♦ Only one code from the 40 series or 50 series is permitted.
- ♦ A code in the 40 series cannot be combined with a code in the 50 series. Use only one primary definition.
- ♦ Do not use any code more than once.
- ♦ If a Grants Program field has a code 500 entered, at least one special education code must be assigned.

Examples:

Valid Entries

This student is classified learning disabled, in the mild/moderate disability category:

5	4			
---	---	--	--	--

This student is visually impaired in the mild/moderate disability category and gifted:

5	6		8	0
---	---	--	---	---

This child is an ECS child that is developmentally immature:

1	0			
---	---	--	--	--

This student is blind in the severe disability category and gifted:

4	6		8	0
---	---	--	---	---

Invalid Entries

- ☒ 40 series code combined with a code in the 50 series:

4	4		5	3
---	---	--	---	---

- ☒ Two codes in the same series (50) used:

5	1		5	2
---	---	--	---	---

- ☒ Invalid codes used:

0	1			
---	---	--	--	--

Refer To / See Also

Refer to the **Special Education Student** code table for valid codes. See Also **Grade** and **Grants Program** fields for potential conflicts.

Quick Reference Special Education Student Code Table

Code	Description
ECS Students	
10	Developmentally Immature
30	Mild/Moderate Disability
47	Severe Delay Involving Language
Grades ECS-12 Students	
41	Severe Disabilities (40 series): Severe Cognitive Disability
42	Severe Emotional/Behavioral Disability
43	Severe Multiple Disability
44	Severe Physical or Medical Disability
45	Deafness
46	Blindness
80	Gifted and Talented
Grades 1-12 Students	
51	Mild/Moderate Disabilities (50 series) Mild Cognitive Disability
52	Moderate Cognitive Disability
53	Emotional/Behavioral Disability
54	Learning Disability
55	Hearing Disability
56	Visual Disability
57	Communication Disability
58	Physical/Medical Disability
59	Multiple Disability
70	Disabled Adults

STEP-CHILD OF A CANADIAN OR TEMPORARY FOREIGN WORKER

Description

Two new enrollment codes were introduced in the 2007-2008 school year. The reason for this was because “child of a Canadian citizen” and “child of a permanent resident” in section 8 of the *School Act* does not include step-children. This has been brought to our attention due to the influx of temporary foreign workers to Canada on work permits bringing their family, which includes step-children, with them when they move to Canada to work.

If you are asked to register an individual who is the step-child of Canadian citizen or temporary foreign worker (work permit holder), first determine if the individual fits within an existing citizenship code:

- Canadian (code 1)
- Permanent resident (code 2)
- Here on their own (code 5)
- Child of a Canadian Citizen (code 6)

For example, the child may be a step-child of a Canadian citizen (father), but their biological or adoptive parent (mother) may be a Canadian. In this case they would be code 1.

School administration should ensure that the following documentation is provided:

If step-child of a **Canadian (Enrollment Code 417)**:

- Student presents passport and study permit.
- Parent provides passport and proof of application for permanent residency and fee payment to Citizenship and Immigration Canada
- Step-parent provides a Canadian birth certificate or Canadian citizenship documents

If step-child of a **Temporary Foreign Worker (Enrollment Code 418)**:

- Student presents passport and study permit.
- Parent provides passport
- Step-parent provides passport and work permit

Note: The biological or adoptive parent of the student **must** be accompanying the Canadian or Temporary Foreign Worker as a spouse or common-law partner for the policy to apply.

School authorities can verify the legitimacy of the documentation and relationships by calling the Citizenship and Immigration Canada (CIC) Student Line: 780-495-2500. This CIC service will respond to queries within 24 hours.

Procedure

The Step-children of a Canadian or Temporary Foreign Worker should be coded as follows:

Citizenship Code

9 Unknown

Enrollment Code

417 Step-child of a Canadian Citizen

418 Step-child of a Temporary Foreign Worker

Enrollment codes 417 and 418 cannot be used in combination with 330, 415 and 416.

A yearly review of students' citizenship should be conducted.

Examples

A U.S. man is married to a U.S. woman. He is offered a job in Alberta and receives a work permit. His wife does not want to work or study so only has status in Canada through her husband's work permit. They have two children together, and she has one child from a previous relationship. Their two biological

children have status in Canada because they are the “child of” a temporary resident (their father) (s.8(1)(b)(iv)).

Since the 3rd child is not the “child of” the father, who is the holder of the work permit, tuition fees are payable under section 49. However the new Alberta Education policy extends section 8 to include the step-children of Temporary Foreign Workers so tuition fees are not payable.

Note: The biological or adoptive parent of the student **must** be accompanying the Temporary Foreign Worker as a spouse or common-law partner for the policy to apply.

Note: If the mother has a work permit you do not have to analyze the situation using the new codes because the mother is the biological parent of the child. When coding, you just pay attention to the relationship between the child and the mother and in this situation the 3rd child would be coded “7” because he/she is the “child of” the mother who is a temporary resident (s. 8(1)(b)(iv) of the *School Act*).

Note: As above, if the mother has a study permit that is recognized under the Alberta Education Guidelines to Section 8, the 3rd child would be coded “7” because he/she is the “child of” the mother who is a temporary resident (s. 8(1)(b)(iv) of the *School Act*).

The above examples are a guide only. Questions related to eligibility should be addressed by the jurisdiction’s legal department.

Valid Entries

Students must be coded with the Step-child Enrollment code in conjunction with the citizenship code 9.

Enrollment Code

X	X	X							
---	---	---	--	--	--	--	--	--	--

Citizenship Code

Student permitted to use this citizenship code in combination with enrollment code.

9

STUDENT AUTHORIZATION EXPIRY DATE

Student Authorization Expiry Date is used to verify the length of time that individuals who are admitted to Canada with a Study Permit are permitted to stay. This field is eight (8) characters long to accept four (4) digits for the year and two (2) digits each for the month and day, in that order, with no separators. This field is **mandatory** if the Citizenship field code is 5.

Procedure

1. Enter the student's Study Permit expiry date in **YYYYMMDD** format, using numbers only.
2. Enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).

Note:

- ♦ This field must be filled in whenever the **Citizenship** field is coded with the value of **5** (i.e., the student is attending an Alberta school on a Study Permit).

Check your Entry

- ♦ Date must be a valid date entered in the prescribed format.
- ♦ Expiry date must be greater than the registration start date.
- ♦ If this date exists, **Citizenship** must be coded as a **5**.

Examples:

Valid Entry

Correctly entered Study Permit expiry date of December 29, 2008:

2	0	0	8	1	2	2	9
---	---	---	---	---	---	---	---

Invalid Entries

- ✗ Incorrect order of characters in Study Permit expiry date of December 29, 2008:

1	2	2	9	2	0	0	8
---	---	---	---	---	---	---	---

- ✗ Expiry date of January 1, 2008 incorrectly entered without leading 0's:

2	0	0	8		1		1
---	---	---	---	--	---	--	---

- ✗ Incorrect entry of January 1, 2008 with invalid characters used for month:

2	0	0	8	J	A	0	1
---	---	---	---	---	---	---	---

Refer To / See Also

See also **Citizenship** field to ensure that it is coded as a **5** if this expiry date exists.

4. Code Tables

The following pages list the valid codes that are presently used for various SIS data elements. The table below summarizes the data elements that have associated code tables and includes a reference to other data elements that may be affected by certain code values.

Code Table Name	For Data Element...	May affect Data Element(s)...
Citizenship	<i>Citizenship</i>	<i>Student Authorization Expiry Date</i>
Enrollment Type	<i>Enrollment Type</i>	<i>Citizenship, Student Authorization Expiry Date</i>
Special Education Student	<i>Special Education Student</i>	<i>Grants Program</i>
Exit Description	<i>Exit Description</i>	<i>Exit Date</i>
Grants Program	<i>Grants Program</i>	<i>Special Education Student, Section 23 Eligibility French Hours of Instruction/Year</i>
Registration Entry Status	<i>Registration Entry Status</i>	<i>Grade</i>
Registration Type	<i>Registration Type</i>	
Street/Province/State Abbreviations	<i>Current Mailing Address, Permanent Address</i>	

At the end of this section, there is a quick reference pullout page that summarizes all the code table values.

CITIZENSHIP

CODE	DESCRIPTION	EXPLANATION	PROOF
1	Canadian Citizen (s.8(1)(b)(i))	Student born in Canada OR has attained Canadian citizenship	Student presents Canadian Birth Certificate or Canadian citizenship documents
2	Lawfully admitted to Canada for permanent residence (student) (s.8(1)(b)(ii))	Student has Permanent Resident status	Student presents permanent resident card
5	Temporary Resident (student) – Study Permit or visiting student (does not meet s.8 - they are a Foreign Student) or visiting student	Student has Study Permit through Canada Immigration	Student presents a study permit or authorization
6	Child of a Canadian Citizen (s.8(1)(b)(iii))	Student is biological or adopted child of a Canadian Citizen	*Parent will present his/her Canadian Birth Certificate or Canadian citizenship documents
7	Child of an individual lawfully admitted to Canada for permanent or temporary residence (s.8(1)(b)(iv) and s.8 Guidelines)	Student is biological or adopted child of a temporary or permanent resident OR refugee claimant	*Parent will present his/her permanent resident card OR work or study permit OR Acknowledgement of Convention Refugee Claim
9 (see Enrollment Type Codes)	<p>Step-child of a Canadian or Temporary Foreign Worker</p> <p>(does not meet s.8 – grant funding case-by-case)</p> <p><i>* These are children that are not:</i></p> <ul style="list-style-type: none"> ♦ Canadian (code 1) ♦ Permanent residents (code 2) ♦ here on their own (code 5) 	<p>Student is step-child of a Canadian or a temporary foreign worker.</p> <p>Biological or adoptive parent must be accompanying the Canadian or temporary foreign worker as a spouse or partner.</p>	<p><u>If step-child of Canadian:</u></p> <ul style="list-style-type: none"> ♦ Student presents passport and study permit. <p><i>*Parent provides:</i></p> <ul style="list-style-type: none"> ♦ passport and proof of application for permanent residency and fee payment <p><i>*Step-parent provides:</i></p> <ul style="list-style-type: none"> ♦ Canadian birth certificate or Canadian citizenship documents <p><u>*If step-child of Temporary Foreign Worker:</u></p> <ul style="list-style-type: none"> ♦ Student presents passport and study permit. ♦ *Parent provides passport ♦ *Step-parent provides passport and work permit
9	Other/Unknown	Code used as a place holder. School will determine correct citizenship codes at a later date. This will impact funding availability	School will provide correct coding and ask for documentation ASAP. If documentation is not provided, student cannot be claimed for funding and tuition fees are payable (section 49)

For a definition of a Canadian citizen, consult the *Citizenship Act*.

ENROLLMENT TYPE

Code	Description
121	Independent Student
130	Resident Student of the Government
330	Indian students for whom the educating school authority receives payment of a tuition fee from the Government of Canada
331	Aboriginal Learner – Status Indian/First Nation
332	Aboriginal Learner – Non Status Indian/First Nation
333	Aboriginal Learner – Métis
334	Aboriginal Learner – Inuit
Exchange Students	
402	Resident Student: from this school to a school outside Alberta but within Canada
403	Resident Student: from this school to a school outside Canada
412	Exchange Student: to this school from a school outside Alberta but within Canada
413	Exchange Student: to this school from a school outside Canada
Visiting Students	
415	Student from outside Alberta but within Canada receiving instruction in person or online (non funded)
416	Student from outside Canada receiving instruction in person or online (non funded)
Step-child of a Canadian or Temporary Foreign Worker	
417	Step-child of a Canadian Citizen
418	Step-child of a Temporary Foreign Worker

EXIT DESCRIPTION

Code		Description	
No Diploma			
10000	Completed prescribed course of studies (no diploma)		
10100	Completed prescribed course of studies (no diploma) and continuing education at a more advanced level		
Transfer Students			
20000	Unknown		
21000	Transfer within Alberta		
21100	Transfer within school authority		
2D000	Transfer to the United States		
2E000	Transfer outside Alberta		
2F000	Transfer outside Canada and the United States		
Early Leavers			
30000	Unknown		
30010	Deceased		
30020	Left school through mutual agreement		
30030	Expelled from the system through Board resolution		
30040	Left school for health reasons		
30060	Seeking employment		
31050	Employed within Alberta		
3E050	Employed outside Alberta		
Leaving to Continue Education Beyond the High School Level			
University in Alberta		University Outside Alberta	
41100	University of Alberta	42000	British Columbia
41200	University of Calgary	43000	Saskatchewan
41300	University of Lethbridge	44000	Manitoba
41400	Athabasca University	45000	Ontario
41700	Other University in Alberta	46000	Quebec
		47000	New Brunswick
		48000	Nova Scotia
		49000	Prince Edward Island
		4A000	Newfoundland
		4D000	University in the United States
		4F000	University outside Canada and the United States

Exit Description - continued

Leaving to Continue Education Beyond the High School Level - con't			
College in Alberta		Technical Institute Vocational School in Alberta	
51100	Alberta College of Art	61100	Northern Alberta Institute of Technology
51200	Augustana University College	61200	Southern Alberta Institute of Technology
51300	Canadian Union College	61300	Westerra Institute of Technology
51400	Concordia College	61400	Alberta Vocational Center
51500	Fairview College	61500	Other in Alberta
51600	Grande Prairie Regional College	61600	Banff Center for Continuing Education
51700	Grant MacEwan Community College		
51800	Keyano College	Technical Institute Vocational School outside Alberta	
51900	King's College		
51A00	Lakeland College	6B000	Northwest Territories
51B00	Lethbridge Community College	6D000	United States
51C00	Medicine Hat College	6F000	Outside Canada and the U.S.
51D00	Mount Royal College		
51E00	Olds College	Hospital Based Nursing School	
51F00	Red Deer College		
51G00	St. Joseph's College	71000	In Alberta
51H00	St. Stephen's College	7E000	Outside Alberta
51Z00	Other College in Alberta		
College outside Alberta		Apprenticeship Training	
52000	British Columbia	80000	Other
53000	Saskatchewan	81001	Carpenter
54000	Manitoba	81002	Electrician
55000	Ontario	81003	Plumber
56000	Quebec	81004	Steamfitter
57000	New Brunswick	81005	Motor Mechanic
58000	Nova Scotia	81006	Auto Body Mechanic
59000	Prince Edward Island	81007	Sheet Metal Mechanic
5A000	Newfoundland	81008	Machinist
5B000	Northwest Territories	81009	Electronic Technician
5D000	College in the United States	8100A	Communication Electronic
5F000	College outside Canada and the U.S.	8100B	Agricultural Mechanic
		8100C	Welder
		8100D	Cook
		8100C	Beautician
		8E000	Apprenticeship training outside Alberta
Graduates			
90000	Graduated: Institution Unknown		

GRANTS PROGRAM

Codes	Description
110	DSEPS – Parental decision after consult with resident board
140	Education Services Agreement
145	Francophone Tuition Agreement
211	Alternative French Language Programs (See min/max requirement-Page 3-22)
221	Francophone Education Program (See min/max requirement - Page 3-22)
230	French as a Second Language Program (See max requirement – Page 3-22)
301	English as a Second Language Funded
302	English as a Second Language (non funded)
303	Canadian-born English as a Second Language
306	Francisation – Canadian born (Francophone authorities – equivalent to ESL)
307	Francisation – Foreign born (Francophone authorities – equivalent to ESL)
	Bilingual Languages
401	Arabic
403	Cree
404	German
405	Hebrew/Yiddish
406	Ukrainian
407	Polish
408	Other
409	Spanish
410	Mandarin
411	Cantonese
412	Blackfoot
	Other
500	Special Education Funding
550	Student resides in and attends a designated institutional school
600	Home Education Program
610	Home Education Blended Program
611	Home Education portion of a Blended Program
612	In-class portion of a Blended Program
620	Online Program
630	Outreach Program
640	High School Refugee Student
710	Knowledge and Employability Courses (formerly IOP)

Grants program, continued

Note

♦ **Home Education**

Please refer to the glossary in the Funding Manual for School Authorities.

♦ **Home Education Blended Program**

Please refer to the glossary in the Funding Manual for School Authorities.

♦ **Alternative French Language Programs**

Please refer to the glossary in the Funding Manual for School Authorities.

♦ **Bilingual Languages Program**

Instruction provided by any authority type to a student in a language other than English or French, which meets or surpasses the minimum instructional day standards, to a maximum of 50% of the instructional day, in accordance with the *School Act* and its Regulations made by the Minister governing the provision of instruction.

In a bilingual program, the (target) language is used to teach the subjects. In addition to English Language Arts, students are taught Language Arts in the target language (e.g., Spanish, Chinese, German), as well as other subjects for about 1/2 the day.

♦ **Knowledge and Employability Courses (formerly IOP)**

“Instruction provided by any authority type to students in Grades 8 through 12 which focuses on enhancing their academic and occupational competencies.”

Qualifying students are 12 years and six months of age or older as of September 1 and entering Grade 8. These students demonstrate levels of achievement below those of their same-age peers in academic and/or other areas. This five-year program is designed for students who learn best and achieve success through concrete learning experiences that can be provided by integrating academic skills into occupational contexts which will prepare them for entry level job opportunities. Upon successful completion of this program, students will receive a Certificate of Achievement. The eight occupational clusters currently available in the Knowledge and Employability Courses include agribusiness, business and office operations, construction and fabrication, creative arts, natural resources, personal and public services, tourism and hospitality, and transportation.

♦ **Online Program**

Please refer to the glossary in the Funding Manual for School Authorities.

Grants Program, continued**♦ English as a Second Language Program**

Instruction provided by any authority type to a student who was born in Canada but is not fluent in English (either the primary spoken language in the home is not English or the student is not English-speaking), or to a student who has recently immigrated to Canada and whose first language is not English. The program assists students who have insufficient fluency in English to achieve their grade level in English language arts and facilitates integration into the regular school and community environment. Refer to Section 25 of the School Act.

Children as young as 3.5 years old as of September 1, 2007 are now eligible to receive this funding. Eligible students and ECS children must be coded with the Grants Program Code 301, 303 to receive ESL Funding and for those coded 306 and 307 to receive Francisation Funding. Students that are considered non-funded should use the Grants Program Code 302. Students that are considered non-funded should use the Grants Program Code 302.

♦ Francisation

Instruction provided by a francophone authority or a non-francophone authority, in conjunction with a Francophone Tuition Agreement, to a student who was born in Canada but is not fluent in French (either the primary spoken language in the home is not French or the student is not French-speaking), or to a student who has recently immigrated to Canada and whose first language is not French. The program assists students who have insufficient fluency in French to achieve grade level expectations in French and other subject areas.

♦ French as a Second Language Program

Courses provided by any authority type in which the French language is studied for the purposes of developing both communication skills and cultural understanding. An authority offering French as a Second Language courses must develop, keep current, and implement written policies and procedures consistent with provincial policies and procedures. The authority must also inform the Minister, in writing, of the passing of a resolution authorizing the commencement of an FSL program. It is recommended that students in this program have access to these courses for 90 hours per year while in Grades 1 to 6, 75 hours per year while in Grades 7 to 9, and 125 hours per course while in Grades 10 to 12.

♦ Outreach Program

Please refer to the glossary in the Funding Manual for School Authorities.

REGISTRATION ENTRY STATUS

Code	Description
Continuous Registration	
100	The student was registered in this school on June 30 of the previous year (including any grade 12 students in continuous registration)
New Registration	
200	This code will only apply to students who have NEVER attended an organized school (normally ECS or Grade 1 students)
Transfer-in	
310	From a school within the same School authority
320	From an Alberta School authority but not this School authority (includes private schools)
330	From a school within Canada
340	From a school outside Canada
Drop-in	
410	Last attended a school within the same School authority
411	Last attended a school within the same School authority and returning from health problems
412	Last attended a school within the same School authority and returning from the work force
420	Last attended an Alberta School authority but not this School authority
421	Last attended an Alberta School authority but not this School authority and returning from health problems
422	Last attended an Alberta School authority but not this School authority and returning from the work force
430	Last attended school outside Alberta
431	Last attended school outside Alberta and returning from health problems
432	Last attended school outside Alberta and returning from the work force
Return to Education	
500	Any Student returning to education who cannot be classified as a drop-in, transfer-in, or continuous registration student

REGISTRATION TYPE

Code	Description
D	Regular Day Student
C	Continuing Education Day Student
E	Continuing Education Evening Student
S	Summer Day Student
T	Summer Evening Student

SECTION 23

Code	Description	Explanation
Y	Section 23 – Question appears on form, response noted as - Eligible	This student eligible for French first language education
A	Section 23 – Information has not been collected	Private schools and Band operated schools only
B	Section 23 – Question appears on form, response noted as - Ineligible (former code was N)	If no, the student is ineligible and does not meet any of the requirements listed above, code this field with an upper case
C	Section 23 – Question appears on form, however but - Eligibility is unknown or not provided	Eligibility is unknown or not provided

SPECIAL EDUCATION STUDENT

Code	Description
ECS Students	
10	Developmentally Immature
30	Mild/Moderate Disability
47	Severe Delay Involving Language
Grades ECS-12 Students	
41	Severe Disabilities (40 series): Severe Cognitive Disability
42	Severe Emotional/Behavioral Disability
43	Severe Multiple Disability
44	Severe Physical or Medical Disability
45	Deafness
46	Blindness
80	Gifted and Talented
Grades 1-12 Students	
51	Mild/Moderate Disabilities (50 series) Mild Cognitive Disability
52	Moderate Cognitive Disability
53	Emotional/Behavioral Disability
54	Learning Disability
55	Hearing Disability
56	Visual Disability
57	Communication Disability
58	Physical/Medical Disability
59	Multiple Disability
70	Disabled Adults

STREET ABBREVIATIONS

Street Type	Symbol	Street Type	Symbol
Abbey	Abbey	Crescent	Cres
Acres	Acres	Croissant	Crois
Allée	Allée	Crossing	Cross
Alley	Alley	Cul-du-sac	Cds
Autoroute	Aut	Corners	Crnrs
Avenue (English)	Ave	Dale	Dale
Avenue (French)	Av	Dell	Dell
Bay	Bay	Diversion	Divers
Beach	Beach	Downs	Downs
Bend	Bend	Drive	Dr
Boulevard (English)	Blvd	Échangeur	Éch
Boulevard (French)	Boul	End	End
By-pass	Bypass	Esplanada	Espl
Byway	Byway	Estates	Estate
Campus	Campus	Expressway	Expy
Cape	Cape	Extension	Exten
Carré	Car	Farm	Farm
Carrefour	Carref	Field	Field
Centre (English)	Ctr	Forest	Forest
Centre (French)	C	Freeway	Fwy
Cercle	Cercle	Front	Front
Chase	Chase	Gardens	Gdns
Chemin	Ch	Gate	Gate
Circle	Cir	Glade	Glade
Circuit	Circt	Glen	Glen
Close	Close	Green	Green
Common	Common	Grounds	Grnds
Concession	Conc	Grove	Grove
Corners	Crnrs	Harbour	Harbr
Côte	Côte	Heights	Hts
Cour	Cour	Highlands	Hghlds
Court	Crt	Highway	Hwy
Cove	Cove	Hill	Hill
Hollow	Hollow	Private	Pvt
Île	Île	Promenade	Prom
Impasse	Imp	Quai	Quai
Island	Island	Quay	Quay

Key	Key	Rang	Rang
Knoll	Knoll	Range	Rg
Landing	Landing	Ridge	Ridge
Lane	Lane	Rise	Rise
Limits	Lmts	Road	Rd
Line	Line	Rond Point	Rdpt
Link	Link	Route	Rte
Lookout	Lkout	Row	Row
Loop	Loop	Rue	Rue
Mall	Mall	Ruelle	Rle
Manor	Manor	Run	Run
Maze	Maze	Sentier	Sent
Meadow	Meadow	Square	Sq
Mews	Mews	Street	St
Montée	Montée	Subdivision	Subdiv
Moor	Moor	Terrace	Terr
Mount	Mount	Terrasse	Tsse
Mountain	Mtn	Thicket	Thick
Orchard	Orch	Towers	Towers
Parade	Parade	Townline	Tline
Parc	Parc	Trail	Trail
Park	Pk	Turnabout	Trnabt
Parkway	Pky	Vale	Vale
Passage	Pass	Via	Via
Path	Path	View	View
Pathway	Ptway	Village	Villge
Pines	Pines	Vista	Vista
Place (English)	Pl	Voie	Voie
Place (French)	Place	Walk	Walk
Plateau	Plat	Way	Way
Plaza	Plaza	Wharf	Wharf
Point	Pt	Wood	Wood
Port	Port	Wynd	Wynd

PROVINCE/STATE ABBREVIATIONS

Province/ Territories Abbreviations		States/ Territories Abbreviations			
Alberta	AB	Alabama	AL	Mississippi	MS
British Columbia	BC	Alaska	AK	Missouri	MO
Manitoba	MB	American Samoa	AS	Montana	MT
New Brunswick	NB	Arizona	AZ	Nebraska	NE
Newfoundland and Labrador	NL	Arkansas	AR	Nevada	NV
Northwest Territories	NT	Armed Forces American	AA	New Hampshire	NH
Nova Scotia	NS	Armed Forces Europe	AE	New Jersey	NJ
Nunavut	NU	Armed Forces Pacific	AP	New Mexico	NM
Ontario	ON	California	CA	New York	NY
Prince Edward Island	PE	Colorado	CO	North Carolina	NC
Quebec	QC	Connecticut	CT	North Dakota	ND
Saskatchewan	SK	Delaware	DE	Northern Mariana Islands	MP
Yukon	YT	District of Columbia	DC	Ohio	OH
		Fed. States of Micronesia	FM	Oklahoma	OK
		Florida	FL	Oregon	OR
		Georgia	GA	Palau	PW
		Guam	GU	Pennsylvania	PA
		Hawaii	HI	Puerto Rico	PR
		Idaho	ID	Rhode Island	RI
		Illinois	IL	South Carolina	SC
		Indiana	IN	South Dakota	SD
		Iowa	IA	Tennessee	TN
		Kansas	KS	Texas	TX
		Kentucky	KY	Utah	UT
		Louisiana	LA	Vermont	VT
		Maine	ME	Virginia	VA
		Marshall Islands	MH	Virgin Island	VI
		Maryland	MD	Washington	WA
		Massachusetts	MA	West Virginia	WV
		Michigan	MI	Wisconsin	WI
		Minnesota	MN	Wyoming	WY

QUICK REFERENCE CODE TABLES

Citizenship Status Code Table (see Sec. 3, p. 10)		Enrollment Type Code Table (see Sec.3, p. 17)	
1	CANADIAN CITIZEN	121	INDEPENDENT STUDENT
2	LAWFULLY ADMITTED TO CANADA FOR PERMANENT RESIDENCE (STUDENT)	130	RESIDENT STUDENT OF THE GOVERNMENT
5	TEMPORARY RESIDENT (STUDENT) (E.G. STUDY PERMIT OR VISITING STUDENT)	330	INDIAN STUDENTS FOR WHOM THE EDUCATING SCHOOL AUTHORITY RECEIVES PAYMENT OF A TUITION FROM THE GOVERNMENT OF CANADA
6	CHILD OF A CANADIAN CITIZEN	331	ABORIGINAL LEARNER – STATUS INDIAN/FIRST NATION
7	CHILD OF AN INDIVIDUAL LAWFULLY ADMITTED TO CANADA FOR PERMANENT OR TEMPORARY RESIDENCE	332	ABORIGINAL LEARNER – NON STATUS INDIAN/FIRST NATION
9	OTHER/UNKNOWN (INCLUDES STEP-CHILD OF A CANADIAN OR	333	ABORIGINAL LEARNER - METIS
	TEMPORARY FOREIGN WORKER)	334	ABORIGINAL LEARNER - INUIT
Special Education Student Code Table (see Sec.3, p. 50)		EXCHANGE STUDENTS	
ECS CHILDREN		402	RESIDENT STUDENT: FROM THIS SCHOOL TO A SCHOOL OUTSIDE ALBERTA BUT WITHIN CANADA
10	DEVELOPMENTALLY IMMATURE	403	RESIDENT STUDENT: FROM THIS SCHOOL TO A SCHOOL OUTSIDE CANADA
30	MILD/MODERATE DISABILITY	412	EXCHANGE STUDENT: TO THIS SCHOOL FROM A SCHOOL OUTSIDE ALBERTA BUT WITHIN CANADA
47	SEVERE DELAY INVOLVING LANGUAGE	413	EXCHANGE STUDENT: TO THIS SCHOOL FROM A SCHOOL OUTSIDE CANADA
GRADES ECS CHILDREN – 12 STUDENTS		VISITING STUDENTS	
SEVERE DISABILITIES (40 SERIES)		415	STUDENT FROM OUTSIDE ALBERTA BUT WITHIN CANADA RECEIVING INSTRUCTION IN PERSON OR ONLINE (NON FUNDED)
41	SEVERE COGNITIVE DISABILITY	416	STUDENT FROM OUTSIDE CANADA RECEIVING INSTRUCTION IN PERSON OR ONLINE (NON FUNDED)
42	SEVERE EMOTIONAL/BEHAVIORAL DISABILITY	Exit Description Code Table (partial) (see Sec. 3, p. 21)	
43	SEVERE MULTIPLE DISABILITY		
44	SEVERE PHYSICAL OR MEDICAL DISABILITY		
45	DEAFNESS		
46	BLINDNESS		

80		GIFTED AND TALENTED	<div><div>No Diploma</div></div>	
			10000	COMPLETED PRESCRIBED COURSE OF STUDIES (NO DIPLOMA)
			10100	COMPLETED PRESCRIBED COURSE OF STUDIES (NO DIPLOMA) & CONTINUING
				EDUCATION AT A MORE ADVANCED LEVEL
			<div>Transfer Students</div>	
			20000	UNKNOWN
			21000	TRANSFER WITHIN ALBERTA
			21100	TRANSFER WITHIN SCHOOL AUTHORITY
			2D000	TRANSFER TO THE UNITED STATES
			2E000	TRANSFER OUTSIDE ALBERTA
			2F000	TRANSFER OUTSIDE CANADA AND THE UNITED STATES
			<div>Early Leavers</div>	
			30000	UNKNOWN
			30010	DECEASED
			30020	LEFT SCHOOL THROUGH MUTUAL AGREEMENT
			30030	EXPELLED FROM THE SYSTEM THROUGH BOARD RESOLUTION
			30040	LEFT SCHOOL FOR HEALTH REASONS
			30060	SEEKING EMPLOYMENT
			31050	EMPLOYED WITHIN ALBERTA
			3E050	EMPLOYED OUTSIDE ALBERTA
			<div>Graduates</div>	
			90000	GRADUATED: INSTITUTION UNKNOWN
			(FOR A COMPLETE LISTING, CONSULT MAIN CODE TABLE.)	

5. Student Data Verification

ROLE OF EDULINK

EduLink is a software tool used by school authorities to verify the accuracy and completeness of their SIS registration data before submitting it to Client Relationship Services. The program analyzes the SIS registration file and identifies occurrences of potential errors. EduLink can detect the following problems in a registration file:

- ♦ *data that is not valid based on a table or a verification algorithm*
- ♦ *invalid characters in name fields*
- ♦ *missing data*
- ♦ *invalid data in a field dictated by a value in some other field*

The detected errors are detailed in a report that indicates the student record, the problem found, and frequently, a suggested corrective measure. **EduLink** also produces school authority and school summary reports based on the SIS data elements.

EduLink is regularly updated to accommodate the latest in edit rule changes. The program is available in Windows format.

EduLink is available at www.edulink.ab.ca or call the **EduLink** Project Office at (780) 441-6015.

PROOF OF DATA VERIFICATION

To achieve operational efficiency, all school authorities must run the **EduLink** utility to clear all rejects before registration submission.

EduLink generates a time and date stamp – along with an indication of the number of errors found – in the school authority header record of the registration file to indicate that the file has been processed. After the registration file is validated using **EduLink**, errors must be corrected before the registration file is submitted to Client Relationship Services.

COMMUNICATE DATA CHANGES

If a school authority runs **EduLink** and encounters errors, it should send the data back to the school for reconciliation at the source. If the expected changes are relatively minor, the school authority *may* decide to modify the data directly. In these circumstances, the modifications must be reported back to the school so that the original data file can be updated to match what is being submitted to Client Relationship Services.

6. SIS Registration Submission

OPTIONS FOR SUBMITTING TO CLIENT RELATIONSHIP SERVICES

Standard Procedures

Schools must send student registration data to their school authority central office where it will be checked prior to being submitted to Client Relationship Services. In many cases where schools choose to use their own student records system, they will be submitting more data to their school authority central office than will be forwarded to Client Relationship Services. School authorities need to develop a process that extracts a subset of information required by Client Relationship Services according to established formats and specifications.

Paper Registrations

All authorities are strongly encouraged to submit data electronically. In instances where school authorities have been authorized to communicate data via paper using Alberta Education Student Registration forms, Client Relationship Services requires that these forms be filled out completely and legibly by pen or typewriter. Student Registration forms are available at:

<http://education.alberta.ca>

Select *Administrators*. Under *Administrative Resources, Publications and Forms*, select *School Information Package*.

Submission of Electronic Data

The upcoming section addresses the specifications for electronic data exchange. SIS data submissions must be transmitted to Client Relationship Services using Edulink.

ELECTRONIC DATA EXCHANGE SPECIFICATIONS

Data Standards

Data Standards refer to the rules defining the basic information that is transferred electronically between education partners. The standards describe specific fields of information on each transaction type. They also set the format for each field, including its size and other features such as the order of the year, month and day in a date. Business rules detailing the appropriate values for each field are also part of the data standards.

File and Record Standards

File and Record Standards apply to all files that are submitted to the department.

- ♦ Files must be ASCII files with a fixed record length. The record length is dependent upon the transaction set contained within a file.
- ♦ Files contain no delimiters other than a carriage return and line feed between the records in the file.
- ♦ All code values are alphanumeric and must be provided in Upper Case.
- ♦ All other alphanumeric data is to be left justified and blank filled.
- ♦ All numeric data is to be right justified and zero filled.
- ♦ All date fields are alphanumeric and must contain the date in the format of **YYYYMMDD**.
- ♦ Each file contains a header record, which contains header information. The preferred order of the records within each file is specified.

Specification Content

The file and record specifications for each transaction set follow:

1. Preferred order of records within each file.
2. Specifications for each header and detail record within the transaction sets. These specifications are documented in the format of tables which provide the following information:
 - ♦ *Position* - the start and end position of the field within the fixed record length.
 - ♦ *Content* - a short description of what the field contains.
 - ♦ *Format* - the format of the field.
 - ♦ *A* - Alphanumeric
 - ♦ *N* - Numeric
 - ♦ *Mandatory* - states whether the field must be entered
 - ♦ *Yes* - the field must be entered
 - ♦ *No* - the field does not have to be entered
 - ♦ *Note #* - refers to a note following which states the business rule.
 - ♦ *Blank* - the field must be blank
 - ♦ *Default* - the default value for the field. It is expected that your software systems will default the value for these fields as they will be the values needed the majority of the time.
3. Mandatory Notes descriptions which explain the Note # under the mandatory field.

Student Registrations

The Student Registration transaction set will be used by school authorities to submit student registrations to the department for each student registered within a school and to receive confirmation of the student registrations that have been processed.

Student Registrations File Standard

- ♦ The fixed record length for this transaction set is 464 bytes.
- ♦ Each file will contain one school authority Header record.
- ♦ Each file will contain a number of School Header records corresponding to the number of schools represented in the file.
- ♦ Each file will contain a number of Student Registration Detail records corresponding to the number of students represented in the file.

Student Registration File Structure

The structure of the file containing these records will conform to the following format:

- ♦ School Authority *Header*
- ♦ School 1 Header
 - ♦ Student Registration *Detail*
 - ♦ Student Registration *Detail*
 - ...
- ♦ School 2 Header
 - ♦ Student Registration *Detail*
 - ♦ Student Registration *Detail*

Submit Student Registrations

A file of student registrations is submitted to the department by school authorities and contains data for each student registered within a school.

For submission of student registrations the school authority Header record must be marked with a transaction type of SSR1, the School Header records must be marked with a transaction type of SSR2 and the Student Registration Detail records must be marked with a transaction type of SSR3.

Each transaction in the file must conform to the following layouts.

School Authority Header

Position	Content	Format		Mandatory	Default
1-4	Transaction Type	A	4	Yes	SSR1
5-8	School Authority Code	A	4	Yes	None
9-12	School Code	A	4	Blank	None
13-20	File Creation Date	A	8	Yes	None
21-26	School Count	N	6	Yes	None
27-40	EduLink Date/Time Stamp	A	14	Yes	No Input
41-46	EduLink Error Count	N	6	Yes	No Input

47-52	EduLink Alert Count	N	6	Yes	No Input
53-58	EduLink Warning Count	N	6	Yes	No Input
59-64	EduLink # Missing ID's	N	6	Yes	No Input
65-67	EduLink Version Number	A	3	Yes	No Input
68-464	Filler	A	397	No	Blank

School Header

Position	Content	Format		Mandatory	Default
1-4	Transaction Type	A	4	Yes	SSR2
5-8	School Authority Code	A	4	Yes	None
9-12	School Code	A	4	Yes	None
13-20	File Creation Date	A	8	Yes	None
21-26	Student Count	N	6	Yes	None
27-40	EduLink Date/Time Stamp	A	14	No	No Input
41-46	EduLink Error Count	N	6	No	No Input
47-52	EduLink Alert Count	N	6	No	No Input
53-58	EduLink Warning Count	N	6	No	No Input
59-64	EduLink # Missing ID's	N	6	No	No Input
65-67	EduLink Version Number	A	3	No	No Input
68-464	Filler	A	397	No	Blank

Student Registration Detail

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	SSR3
5 - 8	School Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13	Form Action Code	A	1	Yes	A
14 - 21	Modification Effective Date	A	8	Yes	Blank
22 - 30	Alberta Student Number	A	9	Note 1	None
31 - 55	Legal Surname	A	25	Yes	None
56 - 80	Legal Given Names	A	25	Yes	None
81 - 88	Birth date	A	8	Yes	None
89	Gender	A	1	Yes	None
90 - 97	Registration Start Date	A	8	Yes	None
98 - 122	"AKA" Surname	A	25	No	None
123 - 147	"AKA" Given Names	A	25	No	None
148 - 177	Current Mailing Address 1	A	30	No	None
178 - 207	Current Mailing Address 2	A	30	Yes	None
208 - 227	Current City	A	20	Yes	None
228 - 229	Current Province Code	A	2	Yes	AB
230 - 235	Current Postal Code	A	6	Yes	None
236 - 238	Current Phone Area Code	A	3	No	None
239 - 245	Current Phone Number	A	7	No	None
246 - 275	Permanent Mailing Address 1	A	30	No	None
276 - 305	Permanent Mailing Address 2	A	30	No	None
306 - 325	Permanent City	A	20	No	None
326 - 345	Permanent Province	A	20	No	None
346 - 360	Permanent Postal Code	A	15	No	None
361 - 390	Permanent Country	A	30	No	None
391	Registration Type	A	1	Yes	D
392 - 393	Grade	A	2	Yes	None
394	Citizenship	A	1	Yes	1
395 - 402	Student Author. Expiry Date	A	8	No	None
403	Section 23 Eligibility	A	1	Yes	None
404 - 418	School/Authority Student ID	A	15	Yes	None
419 - 421	Registration Entry Status	A	3	Yes	None
422 - 425	Resident Board	A	4	No	None
426 - 429	French Instruction Hrs./Year	N	4	No	None
430 - 432	Grants Program (1)	A	3	Yes	None
433 - 435	Grants Program (2)	A	3	No	None
436 - 438	Grants Program (3)	A	3	No	None
439 - 440	Special Education Student (1)	A	2	No	None
441 - 442	Special Education Student (2)	A	2	No	None
443 - 445	Enrollment Type (1)	A	3	Yes	None
446 - 448	Enrollment Type (2)	A	3	No	None
449 - 451	Enrollment Type (3)	A	3	No	None
452 - 459	Exit Date	A	8	No	None
460 - 464	Exit Description	A	5	No	None

Mandatory Note Descriptions

- ♦ Note 1 - The Alberta Student Number is mandatory if the student has ever been registered in the Alberta School System after 1972. ECS children and students coming to Alberta from other provinces will not have an Alberta Student Number.

Confirm Student Registrations

A file of confirmed student registrations is returned to the school authorities by the department.

For confirmation of student registrations the School Authority Header record will be marked with a transaction type of CSR1, the School Header records will be marked with a transaction type of CSR2 and the Student Registration Detail records will be marked with a transaction type of CSR3.

Each transaction in the file will conform to the following layouts. This layout is identical to the Submit Student Registrations layout. However, the Edulink fields have been replaced with fillers, as the department does not need to run the Edulink utility prior to sending the file out.

School Authority Header

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	CSR1
5 - 8	School Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Blank	None
13 - 20	File Creation Date	A	8	Yes	None
21 - 26	School Count	N	6	Yes	None
27 - 464	Filler	A	438	Yes	None

School Header

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	CSR2
5 - 8	School Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 20	File Creation Date	A	8	Yes	None
21 - 26	Student Count	N	6	Yes	None
27 - 464	Filler	A	438	Blank	None

Student Registrations Detail

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	CSR3
5 - 8	School Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13	Filler	A	1	Blank	None
14 - 21	Modification Effective Date	A	8	Yes	None
22 - 30	Alberta Student Number	A	9	Yes	None
31 - 55	Legal Surname	A	25	Yes	None
56 - 80	Legal Given Names	A	25	Yes	None
81 - 88	Birth date	A	8	Yes	None
89	Gender	A	1	Yes	None
90 - 97	Registration Start Date	A	8	Yes	None
98 - 122	"AKA" Surname	A	25	No	None
123 - 147	"AKA" Given Names	A	25	No	None
148 - 177	Current Mailing Address 1	A	30	No	None
178 - 207	Current Mailing Address 2	A	30	Yes	None
208 - 227	Current City	A	20	Yes	None
228 - 229	Current Province Code	A	2	Yes	None
230 - 235	Current Postal Code	A	6	Yes	None
236 - 238	Current Phone Area Code	A	3	No	None
239 - 245	Current Phone Number	A	7	No	None
246 - 275	Permanent Mailing Address 1	A	30	No	None
276 - 305	Permanent Mailing Address 2	A	30	No	None
306 - 325	Permanent City	A	20	No	None
326 - 345	Permanent Province	A	20	No	None
346 - 360	Permanent Postal Code	A	15	No	None
361 - 390	Permanent Country	A	30	No	None
391	Registration Type	A	1	Yes	None
392 - 393	Grade	A	2	Yes	None
394	Citizenship	A	1	Yes	None
395 - 402	Student Author. Expiry Date	A	8	No	None
403	Section 23 Eligibility	A	1	Yes	None
404 - 418	School/Authority Student ID	A	15	Yes	None
419 - 421	Registration Entry Status	A	3	Yes	None
422 - 425	Resident Board	A	4	No	None
426 - 429	French Instruction Hrs./Year	N	4	No	None
430 - 432	Grants Program (1)	A	3	Yes	None
433 - 435	Grants Program (2)	A	3	No	None
436 - 438	Grants Program (3)	A	3	No	None
439 - 440	Special Education Student (1)	A	2	No	None
441 - 442	Special Education Student (2)	A	2	No	None
443 - 445	Enrollment Type (1)	A	3	Yes	None
446 - 448	Enrollment Type (2)	A	3	No	None
449 - 451	Enrollment Type (3)	A	3	No	None
452 - 459	Exit Date	A	8	No	None
460 - 464	Exit Description	A	5	No	None

STUDENT REGISTRATIONS

The Student Registration transaction set will be used by school authorities to submit registrations to the department for each student registered within a school and to receive confirmation of student registrations that have been processed by the department.

Submit Student Registrations

A file of student registrations is submitted to the department by school authorities and contains data for each student registered within a school.

School Authority Header

Transaction Type

Description

The **Transaction type** for the School Authority Header is SSR1. This field is **mandatory** and there is no other valid data for this field.

School Authority Code

Description

The **School Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four-digit code that is assigned to each school authority in the province by Alberta Education. All schools belong to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four-digit numeric school authority code.
2. The school authority code must be a valid code and the school code (see School Code) must belong to the school authority.
3. Do not use letters in place of zeros and ones.
4. A blank school authority code is not valid.

School Code

Description

The School Code field is used to identify the school in which the student is or was registered. This is a unique four-digit code that is assigned to each school in the province by Alberta Education. This field remains blank in the School Authority Header.

Procedure

1. A blank school code is valid.

File Creation Date

Description

The File Creation Date is used to identify the date the file was created.

Procedure

1. The stakeholder system will provide the date the file is created in **YYYYMMDD** format, using numbers only.
2. The stakeholder system must enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).

School Count

Description

The School Count is used to identify how many unique schools are represented in the file and is the total number of SSR2 transactions contained in the file. The stakeholder system will count the number of SSR2 transactions in the file and write the number into the School Count field.

EduLink Date/Time Stamp

Description

The EduLink Date/Time Stamp field is used by the department to determine the date and time that the file was validated by EduLink. School authorities are required to run EduLink on all files that are submitted to the department. Stakeholder systems must not write any data to this field.

EduLink Error Count

Description

The EduLink Error Count Field indicates the number of errors (rejects) that were encountered when the file was validated by EduLink. The department cannot process files that contain errors. School authorities should correct any errors and re-validate the file using EduLink until the error count is zero. Stakeholder systems must not write any data to this field.

EduLink Alert Count

Description

The EduLink Alert Count Field indicates the number of alerts that were encountered when the file was validated by EduLink. The department can process files that contain alerts; however, an alert is an indication that something may be wrong with the data contained in the file. School

authorities should check the transactions identified as an alert to ensure that the transaction is correct. Stakeholder systems must not write any data to this field.

EduLink Warning Count

Description

The EduLink Warning Count Field indicates the number of warnings that were encountered when the file was validated by EduLink. The department can process files that contain warnings; however, a warning is an indication that something may be wrong with the data contained in the file. School authorities should check transactions with warnings to ensure that the transaction is correct. Stakeholder systems must not write any data to this field.

EduLink #Missing ID's

Description

The EduLink Number of Missing ID's field indicates the number of transactions contained in the file that do not have an Alberta Student Number. Files that contain transactions with missing student ID's can be processed by the department, however, schools and school authorities should provide the valid Alberta Student Number for all students if the ID is known at the time the file is created. Stakeholder systems must not write any data to this field.

EduLink Version Number

Description

The EduLink Version Number indicates the version of EduLink that was used to validate the file. This information is used by the department to ensure that all school authorities are using the latest version of EduLink to validate their files. Stakeholder systems must not write any data to the field.

Filler

Description

All files submitted to the department contain fixed length records. Filler is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

School Header

Transaction Type

Description

The Transaction Type for the School Header is SSR2. This field is **mandatory** and there is no other valid data for this field.

School Authority Code

Description

The School Authority Code field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four-digit code that is assigned to each school authority in the province by Alberta Education. All schools belong to a school authority. This field is **mandatory**.

Procedure

1. The school authority code must be a valid four-digit school authority code.
2. Letters in place of zeros and ones are not valid.
3. A blank school authority code is not valid.
4. The school authority code must correspond to the school authority code in the SSR1 transaction in the file.

School Code

Description

The School Code field is used to identify the school in which the student is or was registered. This is a unique four-digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. The school code must be a valid four-digit code and must belong to the school authority submitting the file.
2. Letters in place of zeros and ones are not valid.
3. A blank school code is not valid.
4. The school code must correspond to the school code in the SSR1 transaction in the file.

Transaction Creation Date

Description

The Transaction Creation Date is used to identify the date the School Header was created. This date may be different from the File Creation Date if each school has created a file which has subsequently been combined into one file by the school authority.

Procedure

1. The stakeholder system will provide the date the file is created in **YYYYMMDD** format, using numbers only.
2. The stakeholder system must enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).

Student Count

Description

The Student Count is used to identify how many individual students are represented in the file for the specific school. The Student Count is the total number of SSR3 transactions that are contained in the file for a given school. The stakeholder system will count the number of SSR3 transactions in the file that correspond to each SSR2 record and write the number into the Student Count Field.

EduLink Date/Time Stamp

Description

The EduLink Date/Time Stamp field indicates the date and time that the file was validated by EduLink. School authorities are required to run EduLink on all files that are submitted to the department. Stakeholder systems must not write any data to this field.

EduLink Error Count

Description

The EduLink Error Count indicates the number of errors (rejects) that were encountered when the file was validated by EduLink. The department cannot process files that contain errors. School authorities should correct any errors that were identified and re-validate the file using EduLink until the error count is zero. Stakeholder systems must not write any data to this field.

EduLink Alert Count

Description

The EduLink Alert Count Field indicates the number of alerts that were encountered when the file was validated by EduLink. The department can process files that contain alerts; however, an alert is an indication that something may be wrong with the data contained in the file. School authorities should check the transactions identified as an alert to ensure that the transaction is correct. Stakeholder systems must not write any data to this field.

EduLink Warning Count

Description

The EduLink Warning Count Field indicates the number of warnings that were encountered when the file was validated by EduLink. The department can process files that contain warnings; however, a warning is an indication that something may be wrong with the data contained in the file. School authorities should check transactions with warnings to ensure that the transaction is correct. Stakeholder systems must not write any data to this field.

EduLink # Missing ID's

Description

The EduLink Number of Missing ID's indicates the number of transactions contained in the file that do not have an Alberta Student Number. Files that contain transactions with missing student ID's can be processed by the department, however, school authorities should provide the valid Alberta Student Number for all students if the ID is known at the time the file is created. Stakeholder systems must not write any data to this field.

EduLink Version Number

Description

The EduLink Version Number indicates the version of EduLink that was used to validate the file. This information is used by the department to ensure that all school authorities are using the latest version of EduLink to validate their files. Stakeholder systems must not write any data to this field.

Filler

Description

All files submitted to the department contain fixed length records. Filler is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Student Registration Detail

Transaction Type

Description

The Transaction Type for the Student Detail is **SSR3**. This field is **mandatory** and there is no other valid data for this field.

School Authority Code

Description

The School Authority Code field is used to identify the school authority in which the school submitting the transaction belongs to. This is a unique four-digit code that is assigned to each school authority in the province by Alberta Education. All schools belong to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education 4-digit numeric School Authority Code.
2. The School Authority Code must be a valid code and the School Code (see below) must belong to the school authority.
3. Do not use letters in place of zeros and ones.
4. A blank School Authority Code is not valid.

School Code

Description

The School Code field is used to identify the school in which the student is or was registered. This is a unique four-digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education 4-digit numeric School Code.
2. The School Code must be a valid code and must belong to the school authority submitting the file.
3. Do not use letters in place of zeros and ones.
4. A blank School Code is not valid.

Form Action Code

Description

The Form Action Code identifies the processing to be applied against the transaction being submitted to Client Relationship Services. The default for this field is "A" which means that the student registration being submitted is to be added to the student's record. This field is **mandatory**.

Procedure

1. Each transaction must contain a valid Form Action code indicating the processing that will be applied to the transaction.
2. To add a new student registration, submit the transaction with a Form Action Code of "A" for add.
3. Blank is not a valid Form Action Code.

Modification Effective Date

Description

The Modification Effective Date field is currently not being used by Client Relationship Services. Stakeholder systems should default this field to blanks. If data is contained in this field, it will be ignored by the department.

Please refer to the data elements section of this guide for descriptions and procedures for the remaining student registration data elements.

Student Registration files must be named SIS9999J, where 9999 refers to the four-digit school authority code.

File Extraction

If you require assistance in extracting the required student file from the student records system at a school or school authority office, please contact your software vendor. Reference documents may be available that may be of assistance to you.

7. SIS Registration Processing

SIS REGISTRATION

Edit Stages

An SIS registration submission is processed through several edit stages. As such, a school authority may be contacted more than once to resolve rejects or alerts during the processing cycle of its registration submission. When rejects or alerts from an edit stage occur, the school authority will be contacted by phone. At a school authority's request, Client Relationship Services will fax or send a report detailing the errors.

Types of Transactions

Many different types of transactions are processed by SIS. Client Relationship Services classifies these transactions as either *registration* transactions or *course/mark* transactions.

➤ Registration Transactions

These are defined as transactions that only carry demographic and registration information. Student identifier changes are *only* accepted from registration transactions. (See Table 1.)

➤ Course/Mark Transactions

These are defined as transactions that carry course/mark-related information. Course/mark transactions may also carry full student identifier information; however, this information is only used to ensure that the transaction is applied to the correct student's record. (See Table 2.)

Table 1
Registration Transactions
SIS registration record/form/checklist
Student registration form
Validation statement
High school evaluation form

Table 2
Course/Mark Transactions
Diploma Examination Registration File/Checklist
Diploma Examination Application Form
Diploma Examination School Marks File/Checklist
Non-diploma Examination Final Marks File
Non-diploma Examination Courses Form
High School Course Reporting Form
High School Evaluation Report Form

SIS REGISTRATION CONFIRMATION PRODUCTION

Distribution Date

After Client Relationship Services completely processes a school authority's submission, a Registration Confirmation Package or electronic file is produced for the school authority.

Components of the Registration Confirmation Package

The four components of the SIS Registration Confirmation Package are designed to enable a school authority to verify that the information processed on SIS reflects the school authority's student registration and demographic data accurately and completely, as of the enrollment count date.

1. Registration Confirmation Report or File (SIS9999R)

This report or file consists of a demographic and registration confirmation record for each student registration within the school authority that was *active as of the enrollment count date*. The record layout for this file is found in the section, **SIS Registration Submission**. A sample **REGISTRATION CONFIRMATION REPORT** can be found in Appendix A, **Sample Reports and Forms**.

Report Formats

The **REGISTRATION CONFIRMATION REPORT** will be produced according to the school authority format that was submitted by the school authority. Electronic registration confirmation files will be transmitted to school authorities using Edulink. Edulink provides functions and reports to allow school authorities to compare their SIS submission with the SIS Registration Confirmation file. By comparing the two files, data differences are reported and several reports are available to provide summary data.

AUTHORIZED CONFIRMATION SUBMISSION

Confirmation of SIS Data

Upon receipt of the Registration Confirmation Package or Registration Confirmation file, the school authority is required to confirm that the data they submitted to SIS was complete and accurate as of the enrollment count date. If the data is deemed to be incomplete and/or inaccurate as of the enrollment count date, the school authority must identify and create the required SIS registration modifications.

Confirmation/Modifications Submission Deadline

School authorities are required to submit their authorized confirmations and any modifications to Client Relationship Services by **mid November** and **late April**

Authorized Confirmation Form

After school authorities confirm that the SIS data completely and accurately reflects the student registrations as of the enrollment count date, an authorized confirmation form must be completed and submitted to Client Relationship Services (see Appendix A, **Sample Reports and Forms**). This form indicates whether the SIS data is accurate or if SIS modifications are required. The school authority superintendent or official designate must sign the authorized confirmation form.

SIS Registration Modifications

Modifications should be sent as one submission. They may be submitted to clear identified rejected records or to correct information that was previously sent to reflect the student data as of the enrollment count date (i.e., September 30 or March 1).

Modifications may be submitted as:

- ♦ full electronic file (maximum one submission)
- ♦ electronic file with modifications only
- ♦ Mailed/faxed modifications on SIS Student Registration Forms
- ♦ Alberta Student Numbers should be recorded for all students prior to submitting modifications

SIS MODIFICATIONS PROCESSING

Modifications Processing Deadline

SIS registration modifications received by the modification submission deadline will be processed by Client Relationship Services by **late November** or **late April**. At a predetermined date, SIS data is used to derive enrollment count information. Any modification processed up to these dates will be assumed to be effective as of the enrollment count dates (September 30 or March 1).

PROVINCIAL EXTRACT

Derivation Date

SIS establishes a derivation date for the enrollment count. On this date, the student information from SIS is used to automatically derive enrollment count information for School Finance's Enrollment System.

SIS Registrations Archive

At the time of the enrollment count derivation, a "snapshot" of the SIS student registrations will be archived for various statistical and audit requirements. These registrations will reflect the students' demographic and registration information as of the current enrollment count date.

Grants Processing

The student demographic and registration information on SIS is used to derive the enrollment counts on the School Finance Enrollment System.

In general terms, total enrollment includes all SIS student registrations except the following: ungraded students under 5.5 years of age, summer evening students, visiting students, treaty Indian students, students 20 years of age and over, and students with unresolved SIS rejects. Complete business rules for calculating enrollment counts can be obtained from School Finance.

APPENDICES

This section contains the following appendices:

Appendix A: Sample Reports and Forms

Appendix B: Sample Documents

Appendix C: Protected Student Processing

Appendix D: Paper Registrations

Appendix E: Public and Separate School Authorities

APPENDIX A: SAMPLE REPORTS AND FORMS

Samples of the following reports/forms appear in this section:

- ♦ Registration Confirmation Report
- ♦ Registration Confirmation Report — Grade Summary for Active Registrations
- ♦ Registration Confirmation Report — Grants Program Summary
- ♦ Registration Confirmation Report — Enrollment Type Summary
- ♦ SIS Rejects Report
- ♦ Student Transaction Report — STAR (Alberta Student Numbers) - **Discontinued (03/31/2008)**
- ♦ Student Transaction Report — STAR (Identifier Information) - **Discontinued (03/31/2008)**
- ♦ Registration Confirmation Form
- ♦ Pseudo Registration Report

Authorities submitting student registrations on SIS Registration forms will receive all of the above reports and forms that are applicable.

Authorities submitting student registration files via **EduLink** will only receive the SIS Rejects Report, if applicable. The above information is available in EduLink by comparing the SIS submission file to the SIS Registration Confirmation file and by printing summary reports from the SIS Registration Confirmation File.

ALBERTA EDUCATION - STUDENT INFORMATION SYSTEM
REGISTRATION CONFIRMATION REPORT
FOR REGISTRATIONS AT 2002-09-30

99-07-16
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4321 Alberta High School		GRADE: 11 Regular day student			
AB ED ID:	790134254	GRADE:	11	RESIDENT BOARD:	
MOD EFF DATE:		SEX:	M	AUTHORIZATION DATE:	
SURNAME:	Barkley	SECTION 23:		GRANTS PROGRAM:	N
GIVEN NAME:	James Allen John	BOARD ID:	074343001	FRENCH INSTRUCT HRS:	0
BIRTH DATE:	1979 01 23	ENTRY DATE:	1998 12 03	EXCEPTIONAL STUDENT:	
AKA SURNM:		ENTRY STATUS:	310	ENROLLMENT TYPE:	
AKA GIV NM:		CITIZENSHIP:	1		
AB ED ID:	790354876	GRADE:	11	RESIDENT BOARD:	
MOD EFF DATE:		SEX:	F	AUTHORIZATION DATE:	
SURNAME:	Chundra	SECTION 23:		GRANTS PROGRAM:	N
GIVEN NAME:	Patricia Lee Ann	BOARD ID:	9534233	FRENCH INSTRUCT HRS:	0
BIRTH DATE:	1979 03 23	ENTRY DATE:	1999 09 08	EXCEPTIONAL STUDENT:	
AKA SURNM:		ENTRY STATUS:	310	ENROLLMENT TYPE:	
AKA GIV NM:		CITIZENSHIP:	1		
AB ED ID:	790397862	GRADE:	11	RESIDENT BOARD:	
MOD EFF DATE:		SEX:	F	AUTHORIZATION DATE:	
SURNAME:	Fotheringham	SECTION 23:		GRANTS PROGRAM:	N
GIVEN NAME:	Jennifer Leigh	BOARD ID:	3108073	FRENCH INSTRUCT HRS:	0
BIRTH DATE:	1979 03 29	ENTRY DATE:	1999 09 01	EXCEPTIONAL STUDENT:	
AKA SURNM:		ENTRY STATUS:	330	ENROLLMENT TYPE:	
AKA GIV NM:		CITIZENSHIP:	1		
AB ED ID:	790134254	GRADE:	11	RESIDENT BOARD:	
MOD EFF DATE:		SEX:	M	AUTHORIZATION DATE:	
SURNAME:	Kenny	SECTION 23:		GRANTS PROGRAM:	N
GIVEN NAME:	Mark Anthony	BOARD ID:	8411318	FRENCH INSTRUCT HRS:	0
BIRTH DATE:	1979 05 01	ENTRY DATE:	1999 09 30	EXCEPTIONAL STUDENT:	
AKA SURNM:		ENTRY STATUS:	310	ENROLLMENT TYPE:	401
AKA GIV NM:		CITIZENSHIP:	1		
AB ED ID:	790265234	GRADE:	11	RESIDENT BOARD:	
MOD EFF DATE:		SEX:	M	AUTHORIZATION DATE:	
SURNAME:	Little	SECTION 23:		GRANTS PROGRAM:	N
GIVEN NAME:	Blaise Alexander	BOARD ID:	8888342001	FRENCH INSTRUCT HRS:	0
BIRTH DATE:	1979 02 27	ENTRY DATE:	1999 09 01	EXCEPTIONAL STUDENT:	
AKA SURNM:		ENTRY STATUS:	320	ENROLLMENT TYPE:	
AKA GIV NM:		CITIZENSHIP:	1		
		CURRENT ADDRESS & TELEPHONE:		PERMANENT ADDRESS:	
		907A 162St NE		907A 162St NE	
		Calgary, AB		Calgary, AB	
		T2E 4X1		T2E 4X1	
		403 877 2216		403 877 2216	
		EXIT DATE:		EXIT DATE:	
		EXIT DESC:		EXIT DESC:	
		CURRENT ADDRESS & TELEPHONE:		PERMANENT ADDRESS:	
		3602 Brenner Dr NE		3602 Brenner Dr NE	
		Calgary, AB		Calgary, AB	
		T2E 1Y2		T2E 1Y2	
		403 877 2435		403 877 2435	
		EXIT DATE:		EXIT DATE:	
		EXIT DESC:		EXIT DESC:	
		CURRENT ADDRESS & TELEPHONE:		PERMANENT ADDRESS:	
		44011A Ave NE		44011A Ave NE	
		Calgary, AB		Calgary, AB	
		T2N 1C4		T2N 1C4	
		403 877 2216		403 877 2216	
		EXIT DATE:		EXIT DATE:	
		EXIT DESC:		EXIT DESC:	
		CURRENT ADDRESS & TELEPHONE:		PERMANENT ADDRESS:	
		907A 162St NE		907A 162St NE	
		Calgary, AB		Calgary, AB	
		T2K 3S6		T2K 3S6	
		403 877 2216		403 877 2216	
		EXIT DATE:		EXIT DATE:	
		EXIT DESC:		EXIT DESC:	
		CURRENT ADDRESS & TELEPHONE:		PERMANENT ADDRESS:	
		4231 76 St NE		4231 76 St NE	
		Calgary, AB		Calgary, AB	
		T2E 4Y3		T2E 4Y3	
		403 877 2397		403 877 2397	
		EXIT DATE:		EXIT DATE:	
		EXIT DESC:		EXIT DESC:	

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ALBERTA EDUCATION - STUDENT INFORMATION SYSTEM
REGISTRATION CONFIRMATION - GRADE SUMMARY REPORT
FOR ACTIVE REGISTRATIONS AT 2002-09-30

SIS555P9
SIS555R4

SCHOOL AUTHORITY: 1234 - Alberta School District #37

		GRADE													TOTAL
SCH	REG ECS	1	2	3	4	5	6	7	8	9	10	11	12	UG	
4321	D 0	0	0	0	0	0	0	0	0	0	103	150	136	17	406
	E 0	0	0	0	0	0	0	0	0	0	13	14	22	0	49
SCHOOL	0	0	0	0	0	0	0	0	0	0	116	164	158	17	455
4322	D 34	43	36	27	40	33	34	0	0	0	0	0	0	6	253
SCHOOL	34	43	36	27	40	33	34	0	0	0	0	0	0	6	253
4324	D 0	0	0	0	0	0	0	59	54	62	0	0	0	14	189
SCHOOL	0	0	0	0	0	0	0	59	54	62	0	0	0	14	189
SCHOOL AUTHORITY															
TOTAL	34	43	36	27	40	33	34	59	54	62	116	164	158	37	897

Discontinued (03/31/2008)

SIS555P2	ALBERTA EDUCATION - STUDENT INFORMATION SYSTEM														2002-09-30
SIS555R6	REGISTRATION CONFIRMATION - GRANTS PROGRAM SUMMARY REPORT														14:58:54
	FOR REGISTRATIONS AT 2002-09-30														PAGE 1
	SCHOOL AUTHORITY: 1234 - Alberta School District #37														
SCHOOL	-----GRANTS PROGRAM-----														MULTIPLE GRANTS
	110	140	145	211	221	230	301	302	400s	500	600	610	620	710	800 2 CLASS 3+CLASS
4321	0	0	0	21	0	7	0	0	0	29	6	0	0	2	0
4322	0	0	0	19	0	1	0	0	0	14	12	0	0	0	692
4324	0	0	0	18	0	9	0	0	0	15	9	0	0	0	560
TOTAL	0	0	0	58	0	7	0	0	0	58	27	0	0	2	491
															1743

Discontinued (03/31/2008)

SIS555P9	ALBERTA EDUCATION - STUDENT INFORMATION SYSTEM										2002-09-30
SIS555R7	REGISTRATION CONFIRMATION - ENROLLMENT TYPE SUMMARY REPORT										14:58:54
FOR ACTIVE REGISTRATIONS AT 2002-09-30											
SCHOOL AUTHORITY: 1234 - Alberta School District #3											
-----ENROLLMENT TYPE-----											
SCHOOL	121	130	401	402	403	412	413	415	416	MULTIPLE TYPES	
										2 CLASS	3+CLASS
4321	1	0	0	3	4	4	3	2	2	33	0
4322	0	0	0	0	0	0	0	0	0	8	0
4324	0	0	0	0	0	0	0	0	0	9	0

SCHOOL AUTHORITY	-----										
TOTAL	1	0	0	3	4	4	3	2	2	50	0

Discontinued (03/31/2008)

ENR511P

ENR511R3

Enrollment Period: Sep 30, 2002

School Authority: 1234 - Alberta School District #37

School: 4321 - Alberta High School

Alberta Education - Enrollment System

SIS Rejects Report

1999-09-30

14:04:35

Page 1

Student Name AB ED ID Batch ID	Grade Batch Item #	Board ID	Error Field Error Message	Received Value	SIS Value
Barkley, James Allen John 7801-3425-4 2026-95-0001	10	074343001	Exit Description	12345	
	2		Invalid Exit Description		
Chundra, Patricia Lee Ann 7603-5487-6 2026-95-0001	12	9534233	Registration Grade	13	
	4		Invalid Grade		
Lloyd, Jennifer Lyn 7803-9786-2 2026-95-0001	10	3108073	Grants Program 3	210	400
	11		Invalid Grants Program		
Tasey, Carla Dale 7705-3973-6 2026-95-0001	11	8411318	Section 23	F	
	7		Invalid Section 23 Indicator		
			Authorization Date		
			Student Authorization Expiry Date is required		
			Citizenship		
			Citizenship is required		
			Enrollment Type 2	123	
			Invalid Enrollment type		
School Total:		4	Students with Rejects		
School Authority Total:		11	Students with Rejects		

Discontinued (03/31/2008)

Discontinued (03/31/2008)

2002-09-30
09:38:44
Page: 1

Alberta Education - Student Information System
Student Transaction Report

Alberta Education Student Identification Numbers

School Authority: 1234 Alberta School District #37
School: 4321 Alberta High School

Discontinued (03/31/2008)

ASN Alert Message	Student Surname	Student Given Name	Birth date	Gender	Board ID	Reg Type	Grade	Process Date
7701-5920-0 Missing Alberta Student Number	Singh	Gurinder Jeet	77/01/05	M	123456789012345	D	10	99/10/18
7611-9843-6 Invalid Alberta Student Number Submitted (7611-9843-5)	Panych	Peter Mark	76/11/21	M	92-5434	D	10	99/10/18

2002-09-30
09:38:44
Page: 2

Alberta Education - Student Information System
Student Transaction Report
Student Identifier Information

School Authority: 1234 Alberta School District #37
School: 4321 Alberta High School

AB Stud Num	Student Surname	Student Given Name	Birth date	Gender	Board ID	Reg Type	Grade	Process Date
7301-3530-0	Tarks	Edward Thomas To: Tarks	73/01/14	M	12121212	D	12	94/09/29
7512-3307-0	Buffalo	Samuel Bruce To: Samuel Bruce	75/12/01	M	45345634	D	12	94/10/18
7601-5407-3	Tellier	Meredith To: Meredith Ellen Sarah	76/01/24	M	6546	D	12	94/10/19
7603-3720-4	Kelsey	Jennifer Beth To: 76/03/03	76/03/03	F	8888	D	12	94/10/18
8308-8432-1	Hooper	Tarah Anne Elizabeth To: 80/08/17	80/08/17	F	Hoop*555	D	11	94/10/18
8001-3642-9	Armand	Tarah Anne Elizabeth To: 84/01/22	84/01/22	M	987655443	D	11	94/10/06
7703-2343-4	Barant	Leslie Lynn To: F	77/03/02	F	8888	D	10	94/10/19
7509-7463-9	Ward	David Alexander Submitted: Ward-Bretton	75/09/04	M	345	D	11	94/10/18
7601-8436-2	Harrison	Morgan Samantha Submitted: Morgan S.	76/01/16	F	3333333333333	D	12	94/10/19
7601-9963-4	Lamoureux	Michel Paul Submitted: 75/07/23	76/01/23	M	454545	D	11	94/10/18

Discontinued (03/31/2008)



SIS REGISTRATION CONFIRMATION

I certify that to the best of my knowledge and belief, the information provided on the registration confirmation file/report and the grade, grants program, and enrollment summary reports from Alberta Education's Student Information system is correct as of the current enrollment count date.

<i>The data is accurate as shown</i>	<i>Modifications are forthcoming</i>
<hr/> (School Authority Official)	<hr/> (School Authority Official)
<hr/> (Title)	<hr/> (Title)

(Date)

(School Authority Code)

(School Authority Name)

- This form is available at the following URL:
<http://education.alberta.ca/media/663917/sis%20registration%20sign%20off%20form.pdf>

SIS560P2		ALBERTA EDUCATION PSEUDO REGISTRATION REPORT		July 16, 1999 16:24:36 PAGE: 1		
School Authority: 1175 - Pembina Hills Reg Div No. 7						
School: 0099 - Alberta Distance Learning Cent						
AB Stud Num	Board Id	Surname	Given Name	Sex	Birth date	
					Reg Grade Type	
8111-2434-7	3356815F	Astaire	Fred	M	1981-11-04	10 D
4612-0595-1	3438752C	Mertz	Ethel	F	1946-12-02	11 D
8101-2643-7	2761526C	Rossalini	Isabella	F	1981-01-13	10 D
7704-2362-4	3252201S	Kellerman	Harry	M	1977-04-25	11 D
6809-1320-0	3458662S	Spade	Sam	M	1968-09-30	11 D

Discontinued (03/31/2008)

APPENDIX B: SAMPLE DOCUMENTS

Birth Certificate

Alberta CANADA

CERTIFICATE OF BIRTH

DIVISION OF VITAL STATISTICS

8000000

This is to Certify that the particulars of the undermoted birth which is on record in this Department are as follows:

Name

Sex

Date of Birth

Place of Birth

Name of Father

His Birthplace

Name of Mother

(before Marriage)

Her Birthplace

Registration No.

Registered at

on

(Month) (Day) (Year)

Given under my hand and seal of the Director

Alberta CANADA

CERTIFICATE OF BIRTH

NAME

DIVISION OF VITAL STATISTICS

DATE OF BIRTH

REGISTRATION No.

PLACE OF BIRTH

REGISTRATION DATE

SEX

DATE ISSUED

CERTIFIED EXTRACT FROM REGISTRATION OF BIRTH
ISSUED AT EDMONTON, ALBERTA, CANADA.

Margaret J. Green
DIRECTOR

DVS-25

BIRTH CERTIFICATE
CERTIFICAT DE NAISSANCE

Adoption Certificate

Court File No. _____

IN THE COURT OF QUEEN'S BENCH OF ALBERTA,
JUDICIAL DISTRICT OF

IN THE MATTER OF THE CHILD WELFARE ACT,
AND IN THE MATTER OF THE APPLICATION BY

FOR AN ADOPTION ORDER IN RESPECT OF

THE CHILD _____.

BORN _____, 19____.

BIRTH REGISTRATION NUMBER

BEFORE THE HONOURABLE (Mr./Madam)
Justice _____,
at _____,
Alberta

_____ day the _____ day of
_____, A.D. 19_____

ADOPTION ORDER

UPON THE APPLICATION of _____;
_____;

AND UPON HEARING the evidence presented;

AND UPON THIS HONOURABLE COURT being satisfied that:

- (a) the applicant(s) is/are capable of assuming and willing to assume the responsibility of a parent toward the child, and
- (b) it is in the best interests of the child that the child be adopted by the applicant(s);

IT IS HEREBY ORDERED that the application of _____

be and the same is hereby granted, and that the said child is hereby ordered to be, from and after the date of this Order, the adopted child of the said applicant(s) and that the child shall hereafter bear the given name(s) and surname of

IT IS FURTHER ORDERED THAT:

ENTERED this _____ day of
_____, A.D. 19_____.

JUSTICE OF THE COURT OF QUEEN'S BENCH

CLERK OF THE COURT OF QUEEN'S BENCH

SSA 1611 (Rev. 88/12)

Study Permit

STUDY PERMIT

CASE TYPE 1 30

TRAVEL DOC : PASSPORT 111111122
 BONDED : NO
 INSTITUTION : UNIVERSITY OF ALBERTA
 FIELD OF STUDY : MEDICINE
 RES STATUS : 555

PERSONAL INFORMATION

SURNAME, GIVEN NAMES - NON-REFUGEE PERSONS
 TEST WILLIAM
 SEX MALE
 DATE OF BIRTH 1984-10-03
 COUNTRY OF CITIZENSHIP - FOREIGNER
 MALAYSIA
 MALAYSIA
 1984 - 1987

PERIOD OF VALIDITY

ISSUED - 30 MAR 1993
 VALID UNTIL - 30 MAR 1996
 EXPIRE - 30 MAR 1996

TERMS AND CONDITIONS

1. PERMITTED FOR EMPLOYMENT IN CANADA
 2. MUST LEAVE CANADA BY 30 MAR 1996

I CERTIFY THAT THE PARTICULARS ARE TRUE AND CORRECT AND ACCEPT THE TERMS AND CONDITIONS SET OUT HEREIN.

SIGNATURE OF HOLDER: *William Test*

IMMIGRATION OFFICER: *[Signature]* CIC: EDMONTON IAP 4215

THIS DOCUMENT IS THE PROPERTY OF THE IMMIGRATION SERVICE OF CANADA. IT IS TO BE RETURNED TO THE IMMIGRATION SERVICE OF CANADA UPON REQUEST.

Permanent Resident Card

Sample Permanent Resident Card from Government of Canada web site:

<http://www.cic.gc.ca/english/information/pr-card/index.asp>



APPENDIX C: PROTECTED STUDENT PROCESSING

Registering Protected Students

1. The school administrator or superintendent should carefully read the court order and request permission to make a copy of the document. If permission to make a copy is not granted, record the following information:
 - ♦ *the student information stated on the court order (name, birth date);*
 - ♦ *the terms stated on the court order (any restrictions noted or specific individuals named);*
 - ♦ *the date the court order was issued;*
 - ♦ *the Act under which the order was issued (Child Welfare Act, Domestic Relations Act, etc.);*
 - ♦ *who signed the court order; and*
 - ♦ *the termination date of the court order if this date is stated.*
2. After recording the information, Alberta Education suggests registering the student in the same manner as any other student. Inform all staff members who might come in contact with the student that all information about the student is protected and stress the confidential nature of this information.
3. Alberta Education suggests marking the student's record distinctively so that all the staff, including the school authority superintendent, knows that any request for information on this student must be cleared by the school administration. This applies whether the information is recorded on paper or computer.
4. If the student is already registered with Alberta Education, the school principal or school authority superintendent should immediately inform the Director, Student Records, 44 Capital Boulevard, 10044 – 108 Street NW, Edmonton, Alberta, T5J 5E6 by registered mail. Please mark all correspondence CONFIDENTIAL.
5. If the student is not registered with Alberta Education, all information about the court order (or a photocopy) and a completed Student Registration Form should be forwarded by registered mail to the above address (see 4). Please mark all correspondence CONFIDENTIAL.
6. In either situation, the principal or school authority superintendent should write a letter requesting a protection code for the student, indicating the student's Alberta student number (if applicable), legal names, birth date, and the Act under which the order was issued along with the date the court order became effective.

Removing Protected Student Status

When an individual charged with the care and control of a protected student informs the school principal or school staff that the student's protected classification is to be removed, follow these steps:

1. Ask for documentation that substantiates the fact that the student is no longer protected and request permission to make a photocopy of the document. If permission to make a copy is not granted, record the following information:
 - ♦ *The student information stated on the court order (name, birth date);*
 - ♦ *the terms stated on the court order (any restrictions noted or specific individuals named);*
 - ♦ *the date the court order was issued;*
 - ♦ *the Act under which the order was issued (Child Welfare Act, Domestic Relations Act, etc.);*
 - ♦ *who signed the court order or directive.*
2. Inform the school authority superintendent or designate.
3. The school principal or school authority superintendent should write a letter to the Director, Client Relationship Services, 44 Capital Boulevard, 10044 – 108 Street NW, Edmonton, Alberta, T5J 5E6 requesting that the protected classification be removed. Please indicate the student's Alberta student number, legal names, birth date, and the Act under which the order was issued along with the date the protected code was removed.
4. Inform Client Relationship Services of exit date and exit description if student withdraws or transfers out of the school.

Please supply the information about the court order (or a photocopy) and clearly state that the student's protected code is to be changed to **NO**. Mark all correspondence **CONFIDENTIAL** and forward by registered mail.

NOTE: All schools and school authorities should develop procedures and mechanisms to seal or otherwise lock off part or all of a protected student's previous historical record. Schools may be requested by authorized individuals or agencies such as Alberta Education, police, social workers, or parents not to release any information about a student's history for a variety of reasons (hidden witness program, criminal proceedings, etc.). Schools and school authorities using automated student record programs are responsible for ensuring the confidentiality of any sealed record.

APPENDIX D: PAPER REGISTRATIONS

The Alberta Education Student Registration Form

If required, school authorities with a small number of students may enter student information directly into Edulink and submit the registrations electronically. The Alberta Education Student Registration Form was developed to provide schools and school authorities with an alternate vehicle for collecting the student registration data required by Client Relationship Services. (A sample of this form follows at the end of this section.) **We strongly recommend that you consider registering by electronic means.**

Photocopies of this form may be used as long as all information is clearly legible, with the data fields printed in pen or typed.

Guidelines for Completing the Alberta Education Student Registration Form

➤ **Filling in Data Fields**

All 43 data fields listed on the Alberta Education Student Registration Form are considered **mandatory** pieces of information for SIS. It is essential to fill in as many of the data fields that apply to the student at the time of registration as possible. Data fields that are left blank are considered valid pieces of information. For example, if only one of the several grants codes in a particular field is filled in, Alberta Education will interpret this to mean that the student fits only one grants code category.

➤ **Type of Student Information Being Submitted**

The box marked Action on the Alberta Education Student Registration Form indicates the type of information about a student that is being submitted to Client Relationship Services. Code this box with an A for ADD to indicate:

1. The initial student registration with Client Relationship Services each year (i.e. October submission); or
2. A new student coming to your school.

Code the box marked Action with an M for MODIFY to indicate a modification or change to an already registered student's personal data or registration data. All forms coded with **M** should contain the Alberta Student Number.

➤ **Procedures for Using Surplus Characters in Names**

If the number of characters in any of the student's name fields exceeds the given field's allotment, use the first 25 characters of the input data. Do not use initials or other abbreviations.

➤ **Procedure for Filling in Grants Related Fields**

Some school authorities may wish to enter grants related data at the school authority central office. Other school authorities may want to supply their schools with a list of students and the grants codes to be applied to each student. The school-based data collection personnel would then fill in the grants codes for all students. It is the school authority's responsibility to inform all of its schools and data collection personnel of its preferred method of entering grants related information.

Entering Registration Data

Once data collection personnel are familiar with the information requested on the Alberta Education Student Registration Form, the correct information is filled in for each individual student. Consult the **Data Elements Reference** and **Code Tables** sections of this Guide for information and examples on each of the data elements and their applicable code values.

Completing the SIS Student Registration Form

Schools or school authorities that choose the paper registration method should enter the student information on the Alberta Education Student Registration Form by hand (printing legibly in pen) or by typewriter. Typed forms are preferred. The completed paper forms should be submitted to the school authority central office for verification. The school authority will then forward the forms to Client Relationship Services.

Procedure for Registering the Majority of Students

Data collection personnel may find it helpful to code those data fields that are common to the majority of students on a master Alberta Education Student Registration Form. This master registration can then be photocopied and used to register the majority of students, thus reducing the time required for writing or typing in the same data for each student. A blank Alberta Education Student Registration Form can be used for students with unique registration data.

Common Fields on the Alberta Education Student Registration Form

The fields that can be entered on a master Alberta Education Student Registration Form are the following:

Field Name	Field #	Comments
Action	1	Use ' A ' for additions and ' M ' for modifications.
Registration Date	7	Fill in the date that the registration becomes active.
School	8	Use the school code number assigned by Alberta Education.
City/Town	14	Fill in the name of the city or town.
Province	15	Fill in the name of the province.
Registration Type	25	Code the majority of students ' D ' for day students.
Grade	26	Use a separate master form for each grade.
Citizenship	27	Code the majority of students ' I ' for Canadian citizen.
Section 23 Eligibility	29	In a non-francophone school authority, code the majority of students ' B ' for Ineligible. In a francophone school authority, code the majority of students ' Y ' for Yes eligible.
Registration Entry Status	31	Code the majority of students ' 100 ' for each subsequent year that they remain in the same school.

Edit Procedures

Data collection personnel must visually check their forms to ensure that all the applicable data fields on the Alberta Education Student Registration Form are completed accurately and legibly.

Student Registration Form



Student Registration Form

To be Completed by School Personnel Only

Action [1]
A - Add
M - Modify

[2] Alberta Student Number

Legal Surname [3]	<input type="text"/>									
Legal Given Name(s) [4]	<input type="text"/>									
Birthdate [5]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender [6]	<input type="text"/>		<input type="text"/>		Registration Date [7]		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Code [8]	<input type="text"/>		Authority Code [9]		<input type="text"/>					
Student also known as:										
Surname [10]	<input type="text"/>									
Given Name(s) [11]	<input type="text"/>									
Student Current Mailing Address:										
Address Line 1 [12]	<input type="text"/>									
Address Line 2 [13]	<input type="text"/>									
City/Town [14]	<input type="text"/>									
Province [15]	<input type="text"/>	Postal Code [16]	<input type="text"/>		Area Code [17]	<input type="text"/>	Phone Number [18]	<input type="text"/>		
Student Permanent Mailing Address:										
Address Line 1 [19]	<input type="text"/>									
Address Line 2 [20]	<input type="text"/>									
City/Town [21]	<input type="text"/>									
Province [22]	<input type="text"/>									
Postal Code [23]	<input type="text"/>									
Country [24]	<input type="text"/>									
Registration Type [25]	<input type="text"/>	Grade [26]	<input type="text"/>	Citizenship [27]	<input type="text"/>	Student Authorization Expiry Date [28]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Section 23 Eligibility [29]	<input type="text"/>	School Authority [30]		<input type="text"/>						
Registration Entry Status [31]	<input type="text"/>	Resident Board [32]		<input type="text"/>						
Grants Program 1 [33]	<input type="text"/>	Grants Program 2 [34]		<input type="text"/>		Grants Program 3 [35]		<input type="text"/>		
Special Education Code 1 [36]	<input type="text"/>	Special Education Code 2 [37]		<input type="text"/>		French Hours of Instruction/Yr [38]		<input type="text"/>		
Enrollment Type 1 [39]	<input type="text"/>	Enrollment Type 2 [40]		<input type="text"/>		Enrollment Type 3 [41]		<input type="text"/>		
Exit Date [42]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Exit Description [43]	<input type="text"/>									

June 2007

APPENDIX E: PUBLIC AND SEPARATE SCHOOL AUTHORITIES

CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Acadia Valley	0195	Prairie Rose Regional Div. #8		
Acme	2155	Golden Hills Regional Div. #15		
Airdrie	1190	Rocky View School Div. #41	4010	Calgary RCSSD #1
Alberta Beach	2275	Northern Gateway Regional Div. #10		
Alder Flats	2115	Wetaskiwin Regional Div. #11		
Alix	0054	Wolf Creek School Div. #72		
Alliance	2285	Battle River Regional Div. #31		
Altario	1115	Prairie Land Regional Div. #25		
Amisk	1155	Buffalo Trail Regional Div. #28		
Andrew	2195	Elk Island Public Schools Regional Div. #14		
Anzac	1280	Northland School Div. #61		
Ardmore	1245	Northern Lights School Div. #69		
Ardrossan	2195	Elk Island Public Schools Regional Div. #14	0046	Elk Island CSRD #41
Arrowwood	2255	Palliser Regional Div. #26		
Ashmont	2185	St. Paul Education Regional Div. #1		
Athabasca	2125	Aspen View Regional Div. #19		
Banff	3065	Canadian Rockies Regional Div. #12		
Barnwell	1045	Horizon School Div. #67		
Barons	2255	Palliser Regional Div. #26		
Barrhead	1175	Pembina Hills Regional Div. #7		
Bashaw	2285	Battle River Regional Div. #31		
Bassano	2045	Grasslands Regional Div. #6		
Bawlf	2285	Battle River Regional Div. #31		
Bear Canyon	1070	Peace River School Div. #10		
Beaumont	2245	Black Gold Regional Div. #18		
Beaverlodge	0177	Peace Wapiti Regional Div. #33	4130	Grande Prairie RCSSD #28
Beiseker	1190	Rocky View School Div. #41		
Bellevue	1135	Livingstone Range School Div. #68		
Benalto	0053	Chinook's Edge School Div. #73		
Bentley	0054	Wolf Creek School Div. #72		
Berwyn	1070	Peace River School Div. #10		
Bezanson	0177	Peace Wapiti Regional Div. #33		
Big Valley	0052	Clearview School Div. #71		
Bindloss	0195	Prairie Rose Regional Div. #8		
Black Diamond	1180	Foothills School Div. #38		
Blackfalds	0054	Wolf Creek School Div. #72		
Blackie	1180	Foothills School Div. #38		
Blairmore	1135	Livingstone Range School Div. #68		
Blue Ridge	2275	Northern Gateway Regional Div. #10		
Bluffton	0054	Wolf Creek School Div. #72		
Bon Accord	1110	Sturgeon School Div. #24		
Bonanza	0177	Peace Wapiti Regional Div. #33		
Bonnyville	1245	Northern Lights School Div. #69	4105	Lakeland RCSSD #150
Botha	0052	Clearview School Div. #71		
Bow Island	0195	Prairie Rose Regional Div. #8	4501	Medicine Hat CSRD #20
Bowden	0053	Chinook's Edge School Div. #73		
Boyle	2125	Aspen View Regional Div. #19		

CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Bragg Creek	1190	Rocky View School Div. #41		
Breton	1325	Wild Rose School Div. #66		
Brooks	2045	Grasslands Regional Div. #6	4208	Christ the Redeemer CSRD #3
Brownfield	0052	Clearview School Div. #71		
Bruderheim	2195	Elk Island Public Schools Regional Div. #14		
Buck Lake	2115	Wetaskiwin Regional Div. #11		
Buffalo Head Prairie	1250	Fort Vermilion School Div. #52		
Burdett	0195	Prairie Rose Regional Div. #8		
Busby	1175	Pembina Hills Regional Div. #7		
Byemoor	0052	Clearview School Div. #71		
Cadotte Lake	1280	Northland School Div. #61		
Calgary	1180	Foothills School Div. #38	4010	Calgary RCSSD #1
Calgary	1190	Rocky View School Div. #41		
Calgary	3030	Calgary School District #19		
Calling Lake	1280	Northland School Div. #61		
Calmar	2245	Black Gold Regional Div. #18		
Camrose	2285	Battle River Regional Div. #31	0046	Elk Island CSRD #41
Canmore	3065	Canadian Rockies Regional Div. #12		
Carbon	2155	Golden Hills Regional Div. #15		
Cardston	0056	Westwind School Div. #74		
Carmangay	2255	Palliser Regional Div. #26		
Caroline	1325	Wild Rose School Div. #66		
Carseland	2155	Golden Hills Regional Div. #15		
Carstairs	0053	Chinook's Edge School Div. #73		
Caslan	1245	Northern Lights School Div. #69		
Castor	0052	Clearview School Div. #71	4330	East Central Alberta CSSRD #16
Cayley	1180	Foothills School Div. #38		
Cereal	0195	Prairie Rose Regional Div. #8		
Cessford	1115	Prairie Land Regional Div. #25		
Champion	2255	Palliser Regional Div. #26		
Chard	1280	Northland School Div. #61		
Chauvin	1155	Buffalo Trail Regional Div. #28		
Cherhill	1175	Pembina Hills Regional Div. #7		
Chipman	2195	Elk Island Public Schools Regional Div. #14		
Clandonald	1155	Buffalo Trail Regional Div. #28		
Claresholm	1135	Livingstone Range School Div. #68		
Cleardale	1070	Peace River School Div. #10		
Clive	0054	Wolf Creek School Div. #72		
Clyde	1175	Pembina Hills Regional Div. #7		
Coaldale	2255	Palliser Regional Div. #26	4481	Holy Spirit RCSR #4
Coalhurst	2255	Palliser Regional Div. #26		
Cochrane	1190	Rocky View School Div. #41	4010	Calgary RCSSD #1
Cold Lake	1245	Northern Lights School Div. #69	4105	Lakeland RCSSD #150
Cold Lake	1280	Northland School Div. #61		
Coleman	1135	Livingstone Range School Div. #68		
Condor	1325	Wild Rose School Div. #66		
Conklin	1280	Northland School Div. #61		
Consort	1115	Prairie Land Regional Div. #25		
Coronation	0052	Clearview School Div. #71		
Coutts	1045	Horizon School Div. #67		
Craigmyle	1115	Prairie Land Regional Div. #25		

CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Cremona	0053	Chinook's Edge School Div. #73		
Crooked Creek	0177	Peace Wapiti Regional Div. #33		
Crossfield	1190	Rocky View School Div. #41		
Crossfield	0053	Chinook's Edge School Div. #73		
Czar	1155	Buffalo Trail Regional Div. #28		
Dapp	1175	Pembina Hills Regional Div. #7		
Darwell	2275	Northern Gateway Regional Div. #10		
Daysland	2285	Battle River Regional Div. #31		
Delburne	0053	Chinook's Edge School Div. #73		
Delia	1115	Prairie Land Regional Div. #25		
Desmarais	1280	Northland School Div. #61		
Devon	2245	Black Gold Regional Div. #18		
Dewberry	1155	Buffalo Trail Regional Div. #28		
Didsbury	0053	Chinook's Edge School Div. #73		
Dixonville	1070	Peace River School Div. #10		
Donalda	0052	Clearview School Div. #71		
Donnelly	1220	High Prairie School Div. #48		
Drayton Valley	1325	Wild Rose School Div. #66	0020	St. Thomas Aquinas RCSRD #38
Drumheller	1115	Prairie Land Regional Div. #25	4208	Christ the Redeemer CSRD #3
Drumheller	2155	Golden Hills Regional Div. #15		
Duchess	2045	Grasslands Regional Div. #6		
Duffield	2305	Parkland School Div. #70		
Dunmore	0195	Prairie Rose Regional Div. #8		
Eaglesham	0177	Peace Wapiti Regional Div. #33		
Eckville	0054	Wolf Creek School Div. #72		
Edberg	2285	Battle River Regional Div. #31		
Edgerton	1155	Buffalo Trail Regional Div. #28		
Edmonton	3020	Edmonton School District #7	0110	Edmonton SPCSSD #7
Edson	1085	Grande Yellowhead Regional Div. #35	0047	Living Waters CRD #42
Elk Point	2185	St. Paul Education Regional Div. #1		
Elmworth	0177	Peace Wapiti Regional Div. #33		
El Nora	0053	Chinook's Edge School Div. #73		
Enchant	1045	Horizon School Div. #67		
Entwistle	2305	Parkland School Div. #70		
Erskine	0052	Clearview School Div. #71		
Evansburg	1085	Grande Yellowhead Regional Div. #35		
Exshaw	3065	Canadian Rockies Regional Div. #12		
Fairview	1070	Peace River School Div. #10	4130	Grande Prairie RCSSD #28
Falher	1220	High Prairie School Div. #48		
Falun	2115	Wetaskiwin Regional Div. #11		
Fawcett	1175	Pembina Hills Regional Div. #7		
Foremost	0195	Prairie Rose Regional Div. #8		
Forestburg	2285	Battle River Regional Div. #31		
Fort Assiniboine	1175	Pembina Hills Regional Div. #7		
Fort Chipewyan	1280	Northland School Div. #61		
Fort Mackay	1280	Northland School Div. #61		
Fort MacLeod	1135	Livingstone Range School Div. #68		
Fort McMurray	3260	Fort McMurray School District #2833	4160	Fort McMurray RCSSD #32
Fort Saskatchewan	2195	Elk Island Public Schools Regional Div. #14	0046	Elk Island CSRD #41
Fort Vermilion	1250	Fort Vermilion School Div. #52		
Fox Creek	2275	Northern Gateway Regional Div. #10		

CITY	PUBLIC AUTHORITY		SEPARATE AUTHORITY	
Acadia Valley	0195	Prairie Rose Regional Div. #8		
Acme	2155	Golden Hills Regional Div. #15		
Airdrie	1190	Rocky View School Div. #41	4010	Calgary RCSSD #1
Alberta Beach	2275	Northern Gateway Regional Div. #10		
Alder Flats	2115	Wetaskiwin Regional Div. #11		
Alix	0054	Wolf Creek School Div. #72		
Alliance	2285	Battle River Regional Div. #31	4330	East Central Alberta CSSRD #16
Altario	1115	Prairie Land Regional Div. #25		
Amisk	1155	Buffalo Trail Regional Div. #28		
Andrew	2195	Elk Island Public Schools Regional Div. #14		
Anzac	1280	Northland School Div. #61		
Ardmore	1245	Northern Lights School Div. #69		
Ardrossan	2195	Elk Island Public Schools Regional Div. #14	0046	Elk Island CSRD #41
Arrowwood	2255	Palliser Regional Div. #26		
Ashmont	2185	St. Paul Education Regional Div. #1		
Athabasca	2125	Aspen View Regional Div. #19		
Banff	3065	Canadian Rockies Regional Div. #12		
Barnwell	1045	Horizon School Div. #67		
Barons	2255	Palliser Regional Div. #26		
Barrhead	1175	Pembina Hills Regional Div. #7		
Bashaw	2285	Battle River Regional Div. #31		
Bassano	2045	Grasslands Regional Div. #6		
Bawlf	2285	Battle River Regional Div. #31		
Bear Canyon	1070	Peace River School Div. #10		
Beaumont	2245	Black Gold Regional Div. #18	0020	St. Thomas Aquinas RCSRD #38
Beaverlodge	0177	Peace Wapiti School Div. #76	4130	Grande Prairie RCSSD #28
Beiseker	1190	Rocky View School Div. #41		
Bellevue	1135	Livingstone Range School Div. #68		
Benalto	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Bentley	0054	Wolf Creek School Div. #72		
Berwyn	1070	Peace River School Div. #10		
Bezanson	0177	Peace Wapiti School Div. #76		
Big Valley	0052	Clearview School Div. #71		
Bindloss	0195	Prairie Rose Regional Div. #8		
Black Diamond	1180	Foothills School Div. #38		
Blackfalds	0054	Wolf Creek School Div. #72	0019	Red Deer CRD #39
Blackie	1180	Foothills School Div. #38		
Blairmore	1135	Livingstone Range School Div. #68		
Blue Ridge	2275	Northern Gateway Regional Div. #10		
Bluffton	0054	Wolf Creek School Div. #72		
Bon Accord	1110	Sturgeon School Div. #24		
Bonanza	0177	Peace Wapiti School Div. #76		
Bonnyville	1245	Northern Lights School Div. #69	4105	Lakeland RCSSD #150
Botha	0052	Clearview School Div. #71		
Bow Island	0195	Prairie Rose Regional Div. #8	4501	Medicine Hat CSRD #20
Bowden	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Boyle	2125	Aspen View Regional Div. #19		
CITY	PUBLIC AUTHORITY		SEPARATE AUTHORITY	
Bragg Creek	1190	Rocky View School Div. #41	4010	Calgary RCSSD #1
Breton	1325	Wild Rose School Div. #66		

Brooks	2045	Grasslands Regional Div. #6	4208	Christ the Redeemer CSRD #3
Brownfield	0052	Clearview School Div. #71		
Bruderheim	2195	Elk Island Public Schools Regional Div. #14		
Buck Lake	2115	Wetaskiwin Regional Div. #11		
Buffalo Head Prairie	1250	Fort Vermilion School Div. #52		
Burdett	0195	Prairie Rose Regional Div. #8		
Busby	1175	Pembina Hills Regional Div. #7		
Byemoor	0052	Clearview School Div. #71		
Cadotte Lake	1280	Northland School Div. #61		
Calgary	1180	Foothills School Div. #38	4010	Calgary RCSSD #1
Calgary	1190	Rocky View School Div. #41		
Calgary	3030	Calgary School District #19		
Calling Lake	1280	Northland School Div. #61		
Calmar	2245	Black Gold Regional Div. #18		
Camrose	2285	Battle River Regional Div. #31	0046	Elk Island CSRD #41
Canmore	3065	Canadian Rockies Regional Div. #12		
Carbon	2155	Golden Hills Regional Div. #15		
Cardston	0056	Westwind School Div. #74		
Carmangay	2255	Palliser Regional Div. #26		
Caroline	1325	Wild Rose School Div. #66	0019	Red Deer CRD #39
Carseland	2155	Golden Hills Regional Div. #15		
Carstairs	0053	Chinook's Edge School Div. #73		
Caslan	1245	Northern Lights School Div. #69		
Castor	0052	Clearview School Div. #71	4330	East Central Alberta CSSRD #16
Cayley	1180	Foothills School Div. #38	4208	Christ the Redeemer CSRD #3
Cereal	0195	Prairie Rose Regional Div. #8		
Cessford	1115	Prairie Land Regional Div. #25		
Champion	2255	Palliser Regional Div. #26		
Chard	1280	Northland School Div. #61		
Chauvin	1155	Buffalo Trail Regional Div. #28		
Cherhill	1175	Pembina Hills Regional Div. #7		
Chipman	2195	Elk Island Public Schools Regional Div. #14		
Clandonald	1155	Buffalo Trail Regional Div. #28		
Claresholm	1135	Livingstone Range School Div. #68		
Cleardale	1070	Peace River School Div. #10		
Clive	0054	Wolf Creek School Div. #72		
Clyde	1175	Pembina Hills Regional Div. #7		
Coaldale	2255	Palliser Regional Div. #26	4481	Holy Spirit RCSR #4
Coalhurst	2255	Palliser Regional Div. #26		
Cochrane	1190	Rocky View School Div. #41	4010	Calgary RCSSD #1
Cold Lake	1245	Northern Lights School Div. #69	4105	Lakeland RCSSD #150
Cold Lake	1280	Northland School Div. #61		
Coleman	1135	Livingstone Range School Div. #68		
Condor	1325	Wild Rose School Div. #66		
Conklin	1280	Northland School Div. #61		
Consort	1115	Prairie Land Regional Div. #25		
Coronation	0052	Clearview School Div. #71		
Coutts	1045	Horizon School Div. #67		
Craigmyle	1115	Prairie Land Regional Div. #25		
CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Cremona	0053	Chinook's Edge School Div. #73		
Crooked Creek	0177	Peace Wapiti School Div. #76		

Crossfield	1190	Rocky View School Div. #41		
Crossfield	0053	Chinook's Edge School Div. #73		
Czar	1155	Buffalo Trail Regional Div. #28		
Dapp	1175	Pembina Hills Regional Div. #7		
Darwell	2275	Northern Gateway Regional Div. #10		
Daysland	2285	Battle River Regional Div. #31		
Delburne	0053	Chinook's Edge School Div. #73		
Delia	1115	Prairie Land Regional Div. #25		
Desmarais	1280	Northland School Div. #61		
Devon	2245	Black Gold Regional Div. #18	0048	Evergreen CSRD #2
Dewberry	1155	Buffalo Trail Regional Div. #28		
Didsbury	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Dixonville	1070	Peace River School Div. #10		
Donalda	0052	Clearview School Div. #71		
Donnelly	1220	High Prairie School Div. #48		
Drayton Valley	1325	Wild Rose School Div. #66	0020	St. Thomas Aquinas RCSRD #38
Drumheller	1115	Prairie Land Regional Div. #25	4208	Christ the Redeemer CSRD #3
Drumheller	2155	Golden Hills Regional Div. #15		
Duchess	2045	Grasslands Regional Div. #6		
Duffield	2305	Parkland School Div. #70		
Dunmore	0195	Prairie Rose Regional Div. #8	4501	Medicine Hat Catholic CSRD #20
Eaglesham	0177	Peace Wapiti School Div. #76		
Eckville	0054	Wolf Creek School Div. #72	0019	Red Deer CRD #39
Edberg	2285	Battle River Regional Div. #31		
Edgerton	1155	Buffalo Trail Regional Div. #28		
Edmonton	3020	Edmonton School District #7	0110	Edmonton SPCSSD #7
Edson	1085	Grande Yellowhead Regional Div. #35	0047	Living Waters CRD #42
Elk Point	2185	St. Paul Education Regional Div. #1		
Elmworth	0177	Peace Wapiti School Div. #76		
Elnora	0053	Chinook's Edge School Div. #73		
Enchant	1045	Horizon School Div. #67		
Entwistle	2305	Parkland School Div. #70		
Erskine	0052	Clearview School Div. #71		
Evansburg	1085	Grande Yellowhead Regional Div. #35		
Exshaw	3065	Canadian Rockies Regional Div. #12		
Fairview	1070	Peace River School Div. #10	4130	Grande Prairie RCSSD #28
Falher	1220	High Prairie School Div. #48		
Falun	2115	Wetaskiwin Regional Div. #11		
Fawcett	1175	Pembina Hills Regional Div. #7		
Foremost	0195	Prairie Rose Regional Div. #8		
Forestburg	2285	Battle River Regional Div. #31		
Fort Assiniboine	1175	Pembina Hills Regional Div. #7		
Fort Chipewyan	1280	Northland School Div. #61		
Fort Mackay	1280	Northland School Div. #61		
Fort MacLeod	1135	Livingstone Range School Div. #68		
Fort McMurray	3260	Fort McMurray School District #2833	4160	Fort McMurray RCSSD #32
Fort Saskatchewan	2195	Elk Island Public Schools Regional Div. #14	0046	Elk Island CSRD #41
Fort Vermilion	1250	Fort Vermilion School Div. #52		
Fox Creek	2275	Northern Gateway Regional Div. #10	0047	Living Waters CRD #42
CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Gadsby	0052	Clearview School Div. #71		
Gem	2045	Grasslands Regional Div. #6		

Gibbons	1110	Sturgeon School Div. #24		
Gift Lake	1280	Northland School Div. #61		
Gleichen	2155	Golden Hills Regional Div. #15		
Glendon	1245	Northern Lights School Div. #69		
Glenwood	0056	Westwind School Div. #74		
Grande Cache	1085	Grande Yellowhead Regional Div. #35		
Grande Cache	1280	Northland School Div. #61		
Grande Prairie	3240	Grande Prairie School District #2357	4130	Grande Prairie RCSSD #28
Granum	1135	Livingstone Range School Div. #68		
Grassland	2125	Aspen View Regional Div. #19		
Grassy Lake	1045	Horizon School Div. #67		
Grimshaw	1070	Peace River School Div. #10	0021	Holy Family CRD #37
Grouard Mission	1280	Northland School Div. #61		
Grovedale	0177	Peace Wapiti School Div. #76	4130	Grande Prairie RCSSD #28
Gunn	2275	Northern Gateway Regional Div. #10		
Gwynne	2115	Wetaskiwin Regional Div. #11		
Halkirk	0052	Clearview School Division #71	4330	East Central Alberta CSSRD #16
Hanna	1115	Prairie Land Regional Div. #25		
Hardisty	2285	Battle River Regional Div. #31		
Hay Lakes	2285	Battle River Regional Div. #31		
Hays	1045	Horizon School Div. #67		
Heinsburg	2185	St. Paul Education Regional Div. #1		
Heisler	2285	Battle River Regional Div. #31	4030	East Central Alberta CSSRD #16
High Level	1250	Fort Vermilion School Div. #52		
High Prairie	1220	High Prairie School Div. #48	0021	Holy Family CRD #37
High Prairie	1280	Northland School Div. #61		
High River	1180	Foothills School Div. #38	4208	Christ the Redeemer CSRD #3
Hilda	0195	Prairie Rose Regional Div. #8		
Hill Spring	1135	Livingstone Range School Div. #68		
Hill Spring	0056	Westwind School Div. #74		
Hines Creek	1070	Peace River School Div. #10		
Hinton	1085	Grande Yellowhead Regional Div. #35	0048	Evergreen CSRD #2
Holden	2285	Battle River Regional Div. #31		
Hughenden	1155	Buffalo Trail Regional Div. #28		
Hussar	2155	Golden Hills Regional Div. #15		
Hythe	0177	Peace Wapiti School Div. #76		
Innisfail	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Innisfree	1155	Buffalo Trail Regional Div. #28		
Irma	1155	Buffalo Trail Regional Div. #28		
Iron River	1245	Northern Lights School Div. #69		
Iron Springs	2255	Palliser Regional Div. #26		
Irvine	0195	Prairie Rose Regional Div. #8		
Jarvie	1175	Pembina Hills Regional Div. #7		
Jasper	1085	Grande Yellowhead Regional Div. #35		
Jenner	0195	Prairie Rose Regional Div. #8		
Joussard	1220	High Prairie School Div. #48		
Kathryn	1190	Rocky View School Div. #41		
Keg River	1280	Northland School Div. #61		
Kikino	1245	Northern Lights School Div. #69		
CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Killam	2285	Battle River Regional Div. #31	4330	East Central Alberta CSSRD #16
Kinuso	1220	High Prairie School Div. #48		

Kitscoty	1155	Buffalo Trail Regional Div. #28		
La Crete	1250	Fort Vermilion School Div. #52		
La Glace	0177	Peace Wapiti School Div. #76		
Lac La Biche	1245	Northern Lights School Div. #69		
Lacombe	0054	Wolf Creek School Div. #72	0020	St. Thomas Aquinas RCSR D #38
Lamont	2195	Elk Island Public Schools Regional Div. #14		
Lancaster Park	1110	Sturgeon School Div. #24		
Leduc	2245	Black Gold Regional Div. #18	0020	St. Thomas Aquinas RCSR D #38
Legal	1110	Sturgeon School Division #24		
Legal	4077	Greater St. Albert Catholic Regional Div. #29		
Leslieville	1325	Wild Rose School Div. #66		
Lethbridge	0195	Prairie Rose Regional Div. #8	4481	Holy Spirit RCSR D #4
Lethbridge	2255	Palliser Regional Div. #26		
Lethbridge	3040	Lethbridge School District #51		
Lethbridge	0056	Westwind School Div. #74		
Lindale	1325	Wild Rose School Div. #66		
Linden	2155	Golden Hills Regional Div. #15		
Lloydminster	3170	Lloydminster Public School Div.	4870	Lloydminster RCSSD.
Lomond	1045	Horizon School Div. #67		
Longview	1180	Foothills School Div. #38		
Lougheed	2285	Battle River Regional Div. #31		
Lundbreck	1135	Livingstone Range School Div. #68		
Magrath	0056	Westwind School Div. #74		
Mallaig	2185	St. Paul Education Regional Div. #1		
Manning	1070	Peace River School Div. #10	0021	Holy Family CRD #37
Mannville	1155	Buffalo Trail Regional Div. #28		
Manyberries	0195	Prairie Rose Regional Div. #8		
Marwayne	1155	Buffalo Trail Regional Div. #28		
Mayerthorpe	2275	Northern Gateway Regional Div. #10		
McLennan		High Prairie School Division	0021	Holy Family CRD #37
Meander River	1250	Fort Vermilion School Div. #52		
Medicine Hat	3050	Medicine Hat School District #76	4501	Medicine Hat CSR D #20
Milk River	1045	Horizon School Div. #67		
Millarville	1180	Foothills School Div. #38		
Millet	2115	Wetaskiwin Regional Div. #11		
Milo	2255	Palliser Regional Div. #26		
Minburn	1155	Buffalo Trail Regional Div. #28		
Mirror	0054	Wolf Creek School Div. #72		
Morinville	1110	Sturgeon School Div. #24	4077	Greater St. Albert CRD #29
Morrin	1115	Prairie Land Regional Div. #25		
Mountain View	0056	Westwind School Div. #74		
Mundare	2195	Elk Island Public Schools Regional Div. #14		
Myrnam	2185	St. Paul Education Regional Div. #1		
Namao	1110	Sturgeon School Div. #24		
Nampa	1070	Peace River School Div. #10		
Nanton	1135	Livingstone Range School Div. #68		
Neerlandia	1175	Pembina Hills Regional Div. #7		
New Brigden	0195	Prairie Rose Regional Div. #8		
New Norway	2285	Battle River Regional Div. #31		
New Sarepta	2245	Black Gold Regional Div. #18		
CITY		PUBLIC AUTHORITY		SEPARATE AUTHORITY
Newbrook	2125	Aspen View Regional Div. #19		

Nisku	2245	Black Gold Regional Div. #18		
Niton Junction	1085	Grande Yellowhead Regional Div. #35		
Nobleford	2255	Palliser Regional Div. #26		
Okotoks	1180	Foothills School Div. #38	4208	Christ the Redeemer CSRD #3
Olds	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Oneway	2275	Northern Gateway Regional Div. #10		
Oyen	0195	Prairie Rose Regional Div. #8	4208	Christ the Redeemer CSRD #3
Paddle Prairie	1280	Northland School Div. #61		
Paradise Valley	1155	Buffalo Trail Regional Div. #28		
Peace River	1070	Peace River School Div. #10	0021	Holy Family CRD #37
Peerless Lake	1280	Northland School Div. #61		
Peers	1085	Grande Yellowhead Regional Div. #35		
Penhold	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Picture Butte	2255	Palliser Regional Div. #26	4481	Holy Spirit RCSRSD #4
Pincher Creek	1135	Livingstone Range School Div. #68	4481	Holy Spirit RCSRSD #4
Plamondon	1245	Northern Lights School Div. #69		
Ponoka	0054	Wolf Creek School Div. #72	0020	St. Thomas Aquinas RCSRSD #38
Provost	1155	Buffalo Trail Regional Div. #28	4330	East Central Alberta CSSRD #16
Radway	2125	Aspen View Regional Div. #19		
Rainbow Lake	1250	Fort Vermilion School Div. #52		
Rainier	2045	Grasslands Regional Div. #6		
Ralston	0195	Prairie Rose Regional Div. #8		
Raymond	0056	Westwind School Div. #74	4481	Holy Spirit CRD #37
Red Deer	3070	Red Deer School District #104	0019	Red Deer CRD #39
Red Deer	0053	Chinook's Edge School Div. #73		
Red Earth Creek	1280	Northland School Div. #61		
Redcliff	0195	Prairie Rose Regional Div. #8	4501	Medicine Hat CSRD #20
Redwater	1110	Sturgeon School Div. #24		
Rimbey	0054	Wolf Creek School Div. #72		
Riviere Qui Barre	1110	Sturgeon School Div. #24		
Rochester	2125	Aspen View Regional Div. #19		
Rocky Mountain House	1325	Wild Rose School Div. #66	0019	Red Deer CRD #39
Rockyford	2155	Golden Hills Regional Div. #15		
Rolling Hills	2045	Grasslands Regional Div. #6		
Rosalind	2285	Battle River Regional Div. #31		
Rosemary	2045	Grasslands Regional Div. #6		
Round Hill	2285	Battle River Regional Div. #31		
Rycroft	0177	Peace Wapiti School Div. #76		
Ryley	2285	Battle River Regional Div. #31		
Sangudo	2275	Northern Gateway Regional Div. #10		
Schuler	0195	Prairie Rose Regional Div. #8		
Seba Beach	2305	Parkland School Div. #70		
Sedgewick	2285	Battle River Regional Div. #31		
Seven Persons	0195	Prairie Rose Regional Div. #8		
Sexsmith	0177	Peace Wapiti School Div. #76	4130	Grande Prairie RCSSD #28
Sherwood Park	2195	Elk Island Public Schools Regional Div. #14	0046	Elk Island CSRD #41
Slave Lake	1220	High Prairie School Div. #48	0047	Living Waters CRD #42
Smith	2125	Aspen View Regional Div. #19		
Smoky Lake	2125	Aspen View Regional Div. #19		
Spirit River	0177	Peace Wapiti School Div. #76	4130	Grande Prairie RCSSD #28
CITY		PUBLIC AUTHORITY	SEPARATE AUTHORITY	
Spring Coulee	0056	Westwind School Div. #74		
Spruce Grove	2305	Parkland School Div. #70	0048	Evergreen CSRD #2

Spruce View	0053	Chinook's Edge School Div. #73		
Sputinow	1280	Northland School Div. #61		
St. Albert	1110	Sturgeon School Div. #24		
St. Albert	7020	St. Albert PSSD #6	4077	Greater St. Albert Catholic Regional Div. #29
St. Paul	2185	St. Paul Education Regional Div. #1		
Standard	2155	Golden Hills Regional Div. #15		
Stavely	1135	Livingstone Range School Div. #68		
Stettler	0052	Clearview School Div. #71	4330	East Central Alberta CSSRD #16
Stirling	0056	Westwind School Div. #74	0021	Holy Spirit CRD #37
Stony Plain	2305	Parkland School Div. #70	0048	Evergreen CSRD #2
Strathmore	2155	Golden Hills Regional Div. #15	4208	Christ the Redeemer CSRD #3
Strome	2285	Battle River Regional Div. #31		
Sundre	0053	Chinook's Edge School Div. #73		
Sunset House	2275	Northern Gateway Regional Div. #10		
Swan Hills	1175	Pembina Hills Regional Div. #7		
Sylvan Lake	0053	Chinook's Edge School Div. #73	0019	Red Deer CRD #39
Taber	1045	Horizon School Div. #67	4481	Holy Spirit RCSRD #4
Thorhild	2125	Aspen View Regional Div. #19		
Thorsby	2245	Black Gold Regional Div. #18		
Three Hills	2155	Golden Hills Regional Div. #15		
Tilley	2045	Grasslands Regional Div. #6		
Tofield	2285	Battle River Regional Div. #31		
Tomahawk	2305	Parkland School Div. #70		
Trochu	2155	Golden Hills Regional Div. #15		
Trout Lake	1280	Northland School Div. #61		
Tulliby Lake	1155	Buffalo Trail Regional Div. #28		
Turner Valley	1180	Foothills School Div. #38		
Two Hills	2185	St. Paul Education Regional Div. #1		
Valhalla Centre	0177	Peace Wapiti School Div. #76		
Valleyview	2275	Northern Gateway Regional Div. #10	0021	Holy Family CRD #37
Vauxhall	1045	Horizon School Div. #67		
Vegreville	2195	Elk Island Public Schools Regional Div. #14	0110	Edmonton CRD #7
Vermilion	1155	Buffalo Trail Regional Div. #28	4330	East Central Alberta CSSRD #16
Veteran	1115	Prairie Land Regional Div. #25		
Viking	2285	Battle River Regional Div. #31		
Vilna	2125	Aspen View Regional Div. #19		
Vimy	1175	Pembina Hills Regional Div. #7		
Vulcan	2255	Palliser Regional Div. #26		
Wabamun	2305	Parkland School Div. #70		
Wabasca	1280	Northland School Div. #61		
Wainwright	1155	Buffalo Trail Regional Div. #28	4330	East Central Alberta CSSRD #16
Wandering River	1245	Northern Lights School Div. #69		
Wanham	0177	Peace Wapiti School Div. #76		
Warburg	2245	Black Gold Regional Div. #18		
Warner	1045	Horizon School Div. #67		
Waskatenau	2125	Aspen View Regional Div. #19	4105	Lakeland RCSSD #150
Wembley	0177	Peace Wapiti School Div. #76		
Westerose	2115	Wetaskiwin Regional Div. #11		
Westlock	1175	Pembina Hills Regional Div. #7	0048	Evergreen CSRD #2
CITY	PUBLIC AUTHORITY		SEPARATE AUTHORITY	
Wetaskiwin	2115	Wetaskiwin Regional Div. #11	0020	St. Thomas Aquinas RCSRD #38
Whitecourt	2275	Northern Gateway Regional Div. #10	0047	Living Waters CRD #42

Whitelaw	1070	Peace River School Div. #10	4130	Grande Prairie RCSSD #28
Wildwood	1085	Grande Yellowhead Regional Div. #35		
Winfield	2115	Wetaskiwin Regional Div. #11		
Woking	0177	Peace Wapiti School Div. #76		
Worsley	1070	Peace River School Div. #10		
Youngstown	1115	Prairie Land Regional Div. #25		
Zama City	1250	Fort Vermilion School Div. #52		

8. SIS Quick Reference

WHAT IS THE SIS QUICK REFERENCE?

This section offers condensed information regarding the purpose and proper use of the SIS data elements. Each element is described on a single page, presented in alphabetical order. A condensed or partial form of each code table is provided on the same page as the related data element (with the exception of the Street/Province/State code table).

WHO WOULD USE THE QUICK REFERENCE?

This section is designed for individuals who know the core information surrounding the SIS data elements and are familiar with how they are used. The single page layout makes it easy to look up the key features of a data element and its code table (if one applies) all in one step.

*This section is not meant as a substitute for the **Data Elements Reference** section if you are a new user who is unfamiliar with the system. The representations of the data elements and code tables are very brief, designed as “reminders” rather than thorough descriptions. If you are in any way unsure of what a data element represents or how to interpret a code table, please refer to the **Data Elements Reference** section.*

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

Procedure

1. The ASN field is exactly 9 characters in length; fill in completely with the student's assigned Alberta Student Number. If there are more than 9 characters available in your software package, left justify your entry (i.e., do not leave any spaces in front of the student number).

To register a new student in your school:

- ♦ Ask whether the student has ever attended school in Alberta, and if so, whether he/she knows his/her Alberta Student Number.
- ♦ Check student's transfer documents to verify the Alberta Student Number
- ♦ If not known, call the school or school authority office of the last school attended to obtain the student's Alberta Student Number.
- ♦ Or search for the Alberta Student Number on the Alberta Education Extranet site at:

<https://phoenix.edc.gov.ab.ca>

You need to apply for access to this secure site.

- ♦ When conducting a search, enter the student's complete legal surname and only the first two letters of the student's legal given name(s)
- ♦ Contact the Client Services Help Desk, 780-427-5318 for further information.

OR

School and authority users can create ASN's in sisPrep; again the user will have to accept a declaration before the ASN is created. The Assign ASN is a multi-step process. In order to create the ASN you will go through a step by step wizard. Please have the student's demographic information close at hand as you will need to reference it. You can assign ASN's in two ways, you can use the Lookup Student or you can assign through the validator using your SIS file.

“ALSO KNOWN AS” GIVEN NAME(S)

Description

“Also Known As” Given Name(s) (AKA Given Name) is used to record a given name(s), almost always different than the legal given name(s) that a student commonly uses for identification. The AKA given name(s) is regularly used by the student, is acknowledged in the community, and is the name by which family and acquaintances know the student. This preferred name may be recorded to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required..

Procedure

1. Enter the student's preferred given name(s), using mixed case.
2. Use only one space between each name or each word in a name.
3. Left justify this field, i.e., do not enter any leading spaces.
4. The SIS system cannot currently accept characters from the French character set.

Note:

- ♦ This field is being carried to facilitate the identification of students and therefore schools are encouraged to complete it accurately. Client Relationship Services will record any “Also Known As” given name(s) submitted by a school or a school authority.
- ♦ This field is used to print Provincial Achievement Test labels for students in grades 3, 6, and 9, as well as other reports received by students.

Edit Requirements

- ♦ Entry must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () “ ” < > [] { } , * _

"ALSO KNOWN AS" SURNAME

Description

"Also Known As" Surname (AKA Surname) is used to record a surname, almost always the same as the legal name, that the student commonly uses for identification. The AKA surname is regularly used by the student, is acknowledged in the community, and is the name by which family and acquaintances know the student. This preferred name can be recorded to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters) using hyphens, apostrophes, spaces, and periods as required.

Procedure

1. Enter the student's preferred surname, using mixed case
2. In cases where the surname consists of multiple words, use only one space between each word.
3. Left justify this field, i.e., do not enter any leading spaces.
4. The SIS system cannot currently accept characters from the French character set.

Note:

- ♦ This field is being carried to facilitate the identification of students and therefore schools are encouraged to complete it accurately. Client Relationship Services will record any "Also Known As" surname submitted by a school or a school authority.
- ♦ This field is used to print Provincial Achievement Test labels for students in grades 3, 6 and 9 as well as other reports received by students.

Edit Requirements

- ♦ Entry must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric authority code.
2. The authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank authority code is not valid.

Example

3	0	3	0
---	---	---	---

BIRTH DATE

Description

Birth date is used to record the student's date of birth as documented on an acceptable vital statistics document. An acceptable vital statistics document: Canadian birth certificate or Permanent Resident Card. If a student was born in an authority outside Alberta, the birth date as registered in that authority should be provided. This field is eight (8) characters long to accept four (4) digits for the year and two (2) digits each for the month and day of birth, in that order, with no separators. This field is **mandatory**.

Procedure

1. Enter the student's birth date in the proper format, using numbers only.
2. Enter single digit months and days with a leading 0; e.g. **01** for January.

Note:

The first time that a student registers in your school authority, an acceptable vital statistics document must be presented to verify his/her legal name and birth date. Client Relationship Services recommends that you make a copy of the document that is used to substantiate this information. Check with your school authority contact person regarding the policy on checking and recording vital statistics information.

Edit Requirements

- ♦ Birth date must be previous to the current date and the year of birth cannot be the same as the current year.
- ♦ Birth date must be an actual valid calendar date, entered in the required format.

CITIZENSHIP

Description

Citizenship is used to identify students who are Canadian citizens, along with those who are non-Canadian citizens but who may attend Alberta schools (For a definition of a Canadian citizen, please consult the Citizenship Act). This field contains a single character numeric code that identifies one of five specific situations, as well as an “**Other/Unknown**”.

Procedure

1. Check the student's vital statistics document carefully and make a copy for the Student Record Portfolio.
2. Enter the most appropriate code fitting the student's situation.

Note:

- ♦ If there are any doubts as to the validity of a vital statistics document, or a vital statistics document has not yet been provided, code the student in the interim as a 9 (Other/Unknown). As soon as documentation is validated, change the code appropriately. Continuous use of code 9 will have funding implications.
- ♦ If the student is a code 5 (Temporary resident: e.g. study permit or visiting student), remember to record the expiration date in the Student Authorization Expiry Date field.

CODE	DESCRIPTION	EXPLANATION	PROOF
1	Canadian Citizen (s.8(1)(b)(i))	Student born in Canada OR has attained Canadian citizenship	Student presents Canadian Birth Certificate or Canadian citizenship documents
2	Lawfully admitted to Canada for permanent residence (student) (s.8(1)(b)(ii))	Student has Permanent Resident status	Student presents permanent resident card
5	Temporary Resident (student) – Study Permit or visiting student (does not meet s.8 - they are a Foreign Student) or visiting student	Student has Study Permit through Canada Immigration	Student presents a study permit or authorization
6	Child of a Canadian Citizen (s.8(1)(b)(iii))	Student is biological or adopted child of a Canadian Citizen	*Parent will present his/her Canadian Birth Certificate or Canadian citizenship documents
7	Child of an individual lawfully admitted to Canada for permanent or temporary residence (s.8(1)(b)(iv) and s.8 Guidelines)	Student is biological or adopted child of a temporary or permanent resident OR refugee claimant	*Parent will present his/her permanent resident card OR work or study permit OR Acknowledgement of Convention Refugee Claim
9 (see Enrollment Type codes)	<p>Step-child of a Canadian or Temporary Foreign Worker</p> <p>(does not meet s.8 – grant funding case-by-case)</p> <p><i>* These are children that are not:</i></p> <ul style="list-style-type: none"> ♦ Canadian (code 1) ♦ Permanent residents (code 2) ♦ here on their own (code 5) 	<p>Student is step-child of a Canadian or a temporary foreign worker.</p> <p>Biological or adoptive parent must be accompanying the Canadian or temporary foreign worker as a spouse or partner.</p>	<p><u>If step-child of Canadian:</u></p> <ul style="list-style-type: none"> ♦ Student presents passport and study permit. <p><i>*Parent provides:</i></p> <ul style="list-style-type: none"> ♦ passport and proof of application for permanent residency and fee payment <p><i>*Step-parent provides:</i></p> <ul style="list-style-type: none"> ♦ Canadian birth certificate or Canadian citizenship documents <p><u>If step-child of Temporary Foreign Worker:</u></p> <ul style="list-style-type: none"> ♦ Student presents passport and study permit. ♦ *Parent provides passport ♦ *Step-parent provides passport and work permit
9	Other/Unknown	Code used as a place holder. School will determine correct citizenship codes at a later date. This will impact funding availability	School will provide correct coding and ask for documentation ASAP. If documentation is not provided, student cannot be claimed for funding and tuition fees are payable (section 49)

- If you have questions or concerns regarding Immigration documentation provided, you can contact Canada Immigration in Edmonton at 780-495-2500.
- Some permanent residents do not have permanent resident cards, but they will have other supporting documentation such as a Canada Immigration Record of Landing.

- To determine a right of access to education under section 8 of the *School Act*, the individual must be:
 - (1) a Canadian citizen,
 - (2) lawfully admitted to Canada for permanent residence,
 - (3) a child of a Canadian citizen, or
 - (4) a child of an individual who is lawfully admitted to Canada for permanent or temporary residence, in addition with section 44.

***Alberta Education Section 8 Guidelines include refugee claimants in the definition of temporary resident.**

- ♦ **“Child of”** as set out in section 8(1)(b) of the *School Act* does not extend to a step-parent or an individual with a legal guardianship order. The child must be the child of the Canadian citizen, temporary or permanent resident through birth or legal adoption to meet section 8.

While a guardian may step into the shoes of a parent and make education decisions, the child never becomes a “child of” the guardian. Therefore, the child must have his/her own status in Canada as a Canadian or permanent resident.

- ♦ **Example of Guardian:** An Aunt has status in Canada as a Canadian citizen or permanent resident. She is the guardian of her nephew. The nephew is in Alberta or is coming to Alberta to live with his aunt and is of school age. Since the nephew is not the “child of” the Aunt, before attempting to register for school, he must first make application to Canada Immigration to become a Canadian or permanent resident. Once the nephew is granted permanent residency or citizenship, section 8 is addressed and we move to section 44 in our analysis to determine the residence of the Aunt if she is a “parent” as defined by sections 1(1)(q) and 2. If the Aunt is a resident of Alberta, then the child has right of access to education.

The legal guardianship order must be in accordance with the Family Law Act (through Course of Queens Bench) must be obtained. A letter from a lawyer or parent is not sufficient and does not meet the conditions for funding.

- ♦ **Example of Step-child of Temporary Foreign Worker:** A U.S. man is married to a U.S. woman. He is offered a job in Alberta and receives a work permit. His wife does not want to work or study so only has status in Canada through her husband's work permit. They have two children together, and she has one child from a previous relationship. Their two biological children have status in Canada because they are the “child of” a temporary resident (their father) (s.8(1)(b)(iv)).

Since the 3rd child is not the “child of” the father, who is the holder of the work permit, tuition fees are payable under section 49. However the new Alberta Education policy extends section 8 to include the step-children of Temporary Foreign Workers so tuition fees are not payable.

Note: The biological or adoptive parent of the student **must** be accompanying the Temporary Foreign Worker as a spouse or common-law partner for the policy to apply.

Note: If the mother has a work permit you do not have to analyze the situation using the new codes because the mother is the biological parent of the child. When coding, you just pay attention to the relationship between the child and the mother and in this situation the 3rd child would be coded “7” because he/she is the “child of” the mother who is a temporary resident (s. 8(1)(b)(iv) of the *School Act*).

Note: As above, if the mother has a study permit that is recognized under the Alberta Education Guidelines to Section 8, the 3rd child would be coded “7” because he/she is the “child of” the mother who is a temporary resident (s. 8(1)(b)(iv) of the *School Act*).

The above examples are a guide only. Questions related to eligibility should be addressed by the authority's legal department.

General inquiries as to the interpretation of the *School Act* can be directed to Field Services who will liaise with the appropriate program areas.

CURRENT AREA CODE AND CURRENT PHONE NUMBER

Description

These fields are used to record the student's current area code and phone number. This information may be used to conduct annual satisfaction surveys.

Procedure

1. Enter the area code.
2. Enter the telephone number.

Edit Requirements

- ♦ The area code must be entered if a phone number is entered.
- ♦ The phone number must be entered if an area code is entered.
- ♦ Do not enter an area code unless the phone number is entered.
- ♦ Do not submit zeros if no phone number is provided - leave the area code and phone number blank.

CURRENT MAILING ADDRESS

Description

Current Mailing Address is used to record the address at which the student receives mail. A total of five fields are used to store the complete address: street address (two fields, each allowing a maximum of 30 characters), city (max of 20 characters), province (holds a standard 2-letter abbreviation), and postal code (6 characters). This information must be recorded in full.

Procedure

1. Enter full street address in the second address line; use the first line to record an apartment or suite number. Use mixed case.
2. Left justify all address components — i.e. do not enter any leading spaces.
3. Enter values for province and postal code in upper case, according to abbreviations given in the Street/Province/State Abbreviations Code Table.

Edit Requirements

- ♦ Postal codes must be in standard **ANANAN** format and must begin with a **T** if from Alberta.
- ♦ Province abbreviation must match a valid code from the Street/Province/State Abbreviations Code Table.
- ♦ All fields relating to current address must be provided, with the exception of the first address line where it is not needed.
- ♦ If the student's current address is an **out-of-country address**, please leave all of the student's current address fields blank and enter the out-of-country address in the student's permanent address fields.
- ♦ The current mailing address must be a North American address: Canada or US.
- ♦ Updates to address can be done through sisPrep.

ENROLLMENT TYPE

Description

Enrollment Type Enrollment codes are used to identify students for funding or data collection purposes. Codes consisting of three numeric characters are used to differentiate various types of enrolments ranging from regular to exchange. Students can be assigned up to three enrollment type codes as fits their situation. Some of the terms used to describe the enrollment types are defined below.

See the **Enrollment Type** Code Table for valid enrollment type codes and their descriptions.

Procedure

5. Determine which enrollment category (or categories) best describes the student.
6. Beginning in the first enrollment type field, enter the applicable code. Do not enter anything into the second or third enrollment type fields unless multiple codes are required.

Note:

- ◆ Check with your school authority central office on the use of this field. There may be grants associated with some of these categories.
- ◆ If a student is here from another country on an exchange program (code **413**) or visiting from outside Canada (code **416**), he or she must also have a Study Permit, and will also require specific values in the **Citizenship** and **Student Authorization Expiry Date** fields.
- ◆ Codes **121** and **130** cannot exist on the same record.
- ◆ Codes **331**, **332**, **333** and **334** are new codes, effective September 1, 2003. Refer to the Enrollment Code Table for a description of these codes. To collect the data, the following Aboriginal ancestry question and detail (include all the information shown in the box) will need to be added to the student registration forms. Answering this question allows students or their parents the opportunity to self-declare their aboriginal ancestry. The data will be used to improve the assessment of educational attainment of Aboriginal learners.

If you wish to declare that you are an Aboriginal person, please specify:

☐ Status Indian/First Nation ☐ Non-Status Indian/First Nation ☐ Métis ☐ Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet Ministry and School Board mandates and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. This information will also be used to determine the provincial First Nations, Métis and Inuit Funding Allocation provided to school jurisdictions.

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501 .

What grades do public jurisdictions include the ALDCI question on registration forms?

Public schools include the ALDCI question on all registration from K-12.

Do Private Schools include the ADLCI question on registration forms and if so which grades?

Level 1 Funded private schools do not include the question. Level 2 Funded private schools include the question on registration forms for students in grades 1-12. Registration forms for students in Kindergarten and for those in Home Education do not have the ALDCI question included.

Do Band Schools include the ADLCI question on registration forms?

No Band schools do not need to include the question on registration forms.

Check Your Entry

- ♦ Ensure that all codes match those in the Enrollment Type Code Table.
- ♦ Codes **121** and **130** cannot exist on the same student record.
- ♦ Do not specify more than one code from the **400** series.
- ♦ Do not specify any code more than once.

Examples:

Valid Entries

This is a regular student:

--	--	--	--	--	--	--	--	--	--

This is an independent student:

1	2	1							
---	---	---	--	--	--	--	--	--	--

This is a self-declared (Metis) aboriginal learner.

3	3	3							
---	---	---	--	--	--	--	--	--	--

The following is a student taking part in a student exchange within Canada:

4	0	2							
---	---	---	--	--	--	--	--	--	--

This is a visiting student, not on an exchange program, from outside Canada receiving instruction in person or online (non funded):

4	1	6							
---	---	---	--	--	--	--	--	--	--

Invalid Entries

- ✗ The code 100 must not be included:

1	0	0				1	3	0	
---	---	---	--	--	--	---	---	---	--

- ✗ These two codes (121 and 130) cannot exist together:

1	2	1				1	3	0	
---	---	---	--	--	--	---	---	---	--

- ✗ The student is incorrectly coded as an exchange student from outside Canada when he is actually a visiting student from outside Canada receiving instruction in person or online (non-funded). Should be coded 416.

4	1	3							
---	---	---	--	--	--	--	--	--	--

☒ Duplicate codes:

4	1	6		4	1	6			
---	---	---	--	---	---	---	--	--	--

Refer To / See Also

Refer to **Enrollment Type** for valid codes.

Check also **Citizenship** and **Student Authorization Expiry Date** fields for interdependency with any enrollment type **413** & **416** codes.

Code	Description
121	Independent Student*
130	Resident Student of the Government
330	Indian students for whom the educating school authority receives payment of a tuition fee from the Government of Canada
331	Aboriginal Learner – Status Indian/First Nation
332	Aboriginal Learner – Non Status Indian/First Nation
333	Aboriginal Learner – Métis
334	Aboriginal Learner – Inuit
Exchange Students	
402	Resident Student: from this school to a school outside Alberta but within Canada
403	Resident Student: from this school to a school outside Canada
412	Exchange Student: to this school from a school outside Alberta but within Canada
413	Exchange Student: to this school from a school outside Canada
Visiting Students	
415	Student from outside Alberta but within Canada receiving instruction in person or online (non funded)
416	Student from outside Canada receiving instruction in person or online (non funded)
Step-child of a Canadian or Temporary Foreign Worker	
417	Step-child of a Canadian Citizen
418	Step-child of a Temporary Foreign Worker

***INDEPENDENT STUDENT** means a student under Section 1(1)(m) of the *School Act* who is:

1. At least 18 years of age but less than 20 years of age on September 1; or
2. At least 16 years of age but less than 20 years of age on September 1; and:
 - a) who is living independently; or,
 - b) who is a party to an agreement under Section 57.2 of the *Child, Youth and Family Enhancement Act*.

ESL - ENGLISH AS A SECOND LANGUAGE FUNDING

In 2007-2008, \$7 million in new funding was provided to school authorities, private ECS operators and private schools to build English language skills for eligible students and ECS children.

Children as young as 3.5 years old as of September 1 are now eligible to receive this funding.

- ♦ Eligible students and ECS children must be coded with the Grants Program Code 301, 303 to receive ESL Funding and for those coded 306 and 307 to receive Francisation Funding. Students that are considered non-funded should use the Grants Program Code 302. Students that are considered non-funded should use the Grants Program Code 302.
- ♦ Children/students who are coded as ESL who also have a special needs code or code 10 are also eligible.
- ♦ ESL students/children must be receiving English As a Second Language Programming in order to qualify

Codes	Description
301	English as a Second Language Funded
302	English as a Second Language (non funded)
303	Canadian-born English as a Second Language
306	Francisation - Canadian born (Francophone authorities – equivalent to ESL)
307	Francisation - Foreign born (Francophone authorities – equivalent to ESL)

EXIT DATE

Description

Exit Date records the last date of attendance at a specific school. This field is eight (8) characters long to accept four (4) digits for the year, and two (2) digits each for the month and day, in that order, with no separators. This field is considered **mandatory** if a corresponding **Exit Description** code appears.

Procedure

1. Enter the date that the student last attended your school, in the proper format, using numbers only.
2. Enter single digit months and days with a leading 0; e.g. **09** for September.

Edit Requirements

- ♦ Exit date cannot be later than the current date nor prior to the student's registration start date.
- ♦ Exit date must be a valid calendar date entered in the correct format.
- ♦ If **Exit Description** exists, this field must be recorded.

EXIT DESCRIPTION

Description

Exit Description records the reason for a student's exit from a school with a five-character alphanumeric code. These codes cover a wide variety of situations explaining the student's movement from the school. This field is **mandatory** if a date is present in the **Exit Date** field.

Procedure

1. Enter the code that best describes the reason for the student's exit from your school.
2. Use the most appropriate of the following codes if the reason is unknown: **20000**, **30000**, or **90000**.

Edit Requirements

- ♦ Codes used must match entries found in the Exit Description Code Table.
- ♦ If **Exit Date** exists, this field must be recorded.

Quick Reference Exit Description Code Table

Code	Description	Code	Description
10000	Completed prescribed course of studies (no diploma)	30010	Deceased
10100	Completed prescribed course of studies (no diploma) & continuing education at a more advanced level	30020	Left school through mutual agreement
20000	Unknown	30030	Expelled from the system through Board resolution
21000	Transfer within Alberta	30040	Left school for health reasons
21100	Transfer within school authority	30060	Seeking employment
2D000	Transfer to the United States	31050	Employed within Alberta
2E000	Transfer outside Alberta	3E050	Employed outside Alberta
2F000	Transfer outside Canada and the United States	90000	Graduated: Institution Unknown
30000	Unknown		

FRENCH HOURS OF INSTRUCTION PER YEAR

Description

French Hours of Instruction per Year is used to calculate entitlement to Federal Government Funding for French Language programs. This funding is distributed to school authorities by Alberta Education to assist students in learning French.

What is an alternative French language program? *Grant Program Code 211*

An alternative French language program means French second language courses, bilingual French language programs, and varying French immersion programs such as early, middle, late and maintenance programs. These programs are not intended to meet the needs of Francophone students nor do they satisfy their parents' entitlement to minority language education under section 23 of the Canadian Charter of Rights and Freedoms.

What is a Francophone language program? *Grant Program Code 221*

A Francophone Education Program is designed for children of parents with rights under Section 23 of the Canadian Charter of Rights and Freedoms. It encompasses a linguistic, cultural and community enterprise that meets the needs of both students and the community.

French hours of instruction for the entire school year must be recorded on the student's record. Minimum hours of instruction for grants program codes 211 and 221 are identified in the table below.

Procedure

1. Determine if the student is enrolled in a French Language Program.
2. Enter the hours of French instruction per year that the student receives.

Note:

- ♦ To use the grant program code 211 or 221, programs should meet the following minimum number of student instructional hours in French per year.

211 – Alternative French Language Program 221 – Francophone Education Program	Minimum #Instructional Hours in French
ECS	238 hours per child/year
Grades 1 to 6	475 hours per student/year
Grades 7 to 9	380 hours per student/year
Grades 10 to 12	(10 credits) 250 hours per student/year The 250-hour minimum refers to students who take one 5-credit French language arts course and one other 5-credit course taught in French such as Social Studies or Mathematics in one year.

- If Alternative French language programs do not meet the minimum hours specified, please use the program code 230 (French as a second language)
- FSL Courses (code 230) should fall within the following range of student instructional hours in French per year.

230 - French as a Second Language	Instructional Hours in French
ECS	Less than 238 hours per student/year
Grades 1 to 6	Less than 475 hours per student/year
Grades 7 to 9	Less than 380 hours per student/year
Grades 10 to 12	125 to 250 hours per student/year (Indicates 250 hours for students who take two 5-credit FSL courses in one year.)

- Instructional hours for **the entire year** in semestered programs must be entered in September to receive full support.
- Edulink will automatically reject entries that do not meet the criteria identified above.

GENDER

Description

Gender is used to identify a student as male or female using a single character alphabetic code of **M** or **F**. This field is **mandatory**.

Procedure

1. Enter an **M** for male or an **F** for female.

Edit Requirements

- ♦ Value must be an M or an F.
- ♦ Gender can be updated through sisPrep.

GRADE

Description

Grade is defined as “**Enrolled Grade**” meaning, the grade to which the student is assigned. Typically there is a strong relationship between a student’s age, peer group and enrolled grade. This field is two characters in length, and must be assigned one of fourteen possible values: **01** to **12** (for the standard grades 1 through 12), **EC** (Early Childhood), or **UG** (ungraded). Every student must be assigned one of these grades or grade equivalents in all registration submissions.

Ungraded (grade UG) may be used for a student with an Individualized Program Plan (IPP) in place. These are students who require both individualized learning outcomes and modifications to the program of studies to the extent that defining ‘grade level of study’ is problematic and not meaningful.

Procedure

1. Determine the grade or grade equivalent of the student.
2. Enter one of the valid values, ensuring that grades 1 through 9 are shown with a leading **0** (i.e., 01 to 09).

Note:

- ♦ Alberta Education does not use **UG** to refer to Special Education Students for grants purposes. Instead they are identified by code(s) in the **Special Education Student** field and a corresponding **Grants Program** code of **500**.
- ♦ Grade UG (ungraded) designates a student who is not studying a graded curriculum, that is, the student’s program is restricted to learning outcomes that are significantly different from the provincial curriculum defined in the Program of Studies and are specifically selected to meet the student’s special education needs as defined in the Standards for Special Education, Amended June 2004 and the Requirements for Special Education in Accredited-Funded Private Schools, 2006.
- ♦ Students who are to be eligible for Program Unit Funding (PUF) must be graded **EC**.

Check Your Entry

- ♦ Ensure that all numeric grades are between **01** and **12** inclusive.
- ♦ Ensure that all non-numeric grades are either **EC** or **UG**.
- ♦ Students who are to be eligible for Program Unit Funding (PUF) must be graded EC.
- ♦ Note: As of 2008, the use of **UG** is no longer valid for achievement exam purposes.

GRANTS PROGRAM

Description

Grants Program identifies the type or course of study in which a student is enrolled, such as home schooling or bilingual education. Each grants program code consists of three numeric characters.

Procedure

1. Enter up to three codes as required to describe the student.

Edit Requirements

- Codes used must match those in the Grants Program Code Table.
- Do not duplicate any code; do not use more than one **200** or **400** code.
- Use of code **500** requires at least one entry in **Special Education Student** code.
- Use of code **221** may require **Section 23 Eligibility** to be **Y**.

Quick Reference Grants Program Code Table

Code	Description	Code	Description
110	DSEPS – parental decision after consult with resident board	407	Polish
140	Education Services agreement	408	Other
145	Francophone Tuition agreement	409	Spanish
211	Alternative French Language Programs	410	Mandarin
221	Francophone Education Program	411	Cantonese
230	French as a Second Language courses	412	Blackfoot
301	English as a Second Language Funded	500	Special Education Funding
302	English as a Second Language Non-funded	550	Designated Institutional School (reside & attend)
303	Canadian-born English as a Second Language	600	Home Education Program
306	Francisation – Canadian born (Francophone authorities – equivalent to ESL)	610	Home Education Blended Program
307	Francisation – Foreign born (Francophone authorities equivalent to ESL)	611	Home Education portion of a Blended Program
401	Arabic	612	In-class portion of a Blended Program
403	Cree	620	Online Program
404	German	630	Outreach Program
405	Hebrew/Yiddish	640	High School Refugee student
406	Ukrainian	710	Knowledge and Employability Courses (formerly IOP)

LEGAL GIVEN NAME(S)

Description

Legal Given Name(s) is used to record the given name(s) of a student as written on an acceptable vital statistics document or if the student was born in an authority outside Alberta, the student's name as registered in that authority. The name(s) must be recorded exactly to a maximum of twenty-five (25) characters. This field is **mandatory**.

Procedure

1. Verify and enter the student's legal given name(s), in mixed case, using hyphens, apostrophes, spaces, and periods as required.
2. Use only one space between names and do not enter any leading spaces (i.e. left justify this field).
3. The SIS system cannot currently accept characters from the French character set.

To record a legal name change:

- ♦ Obtain court order proof to support the change of name request (do not make changes without proper validating documents) (It is not necessary to submit copies to Alberta Education.)
 - ♦ Make the change to your records system and send the updated information to Client Relationship Services on your next regular registration submission.
-

Edit Requirements

- ♦ Name must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _
- ♦ Name must be entered in mixed case.
- ♦ Names over 25 characters must be entered as fully as possible without abbreviating.
- ♦ Legal given names can be edited using sisPrep.

LEGAL SURNAME

Description

Legal Surname is used to record the legal surname of a student as written on an acceptable vital statistics document or if the student was born in a authority outside Alberta, the student's name as registered in that authority. The name must be recorded exactly to a maximum of twenty-five (25) characters. This field is **mandatory**.

Procedure

1. Verify and enter the student's legal surname, in mixed case, using hyphens, apostrophes, spaces, and periods as required.
2. Use only one space between any words and do not enter any leading spaces (i.e. left justify this field).
3. The SIS system cannot currently accept characters from the French character set.

To record a legal name change:

- ♦ Obtain court order proof to support the change of surname request (do not make changes without proper validating documents). (It is not necessary to submit copies to Alberta Education.)
- ♦ Make the change to your records system and send the updated information to Client Relationship Services on your next regular registration submission.
- ♦ Legal surname appears on the student's high school transcript and diploma.

Edit Requirements

- ♦ Name must begin with an alphabetic character and cannot contain any of the following invalid characters: / \ () " ' < > [] { } , * _
- ♦ Name must be entered in mixed case.
- ♦ Names over 25 characters must be entered as fully as possible without abbreviating.
- ♦ Legal surnames can be edited using sisPrep.

PERMANENT MAILING ADDRESS

Description

Permanent Mailing Address is used to record the student's permanent mailing address. A total of six fields are used to store the full address information including apartment/street address, city/town, province/state, postal/zip code, and country.

Line 1:	Address Descriptors	(30 characters)
Line 2:	Address Descriptors	(30 characters)
Line 3:	City, town, etc.	(20 characters)
Line 4:	Province/territory/state/country	(20 characters)
Line 5:	Postal or Zip code	(15 characters)
Line 6:	Country	(30 characters)

A permanent mailing address is only applicable for students who are temporarily residing in your authority (exchange program, boarding school, etc.).

Addresses are to be submitted in mixed case except for the province/territory and postal code fields. Use upper case in province/state/country and postal or zip code if appropriate.

DO NOT DUPLICATE THE CURRENT MAILING ADDRESS IN THESE FIELDS.

Procedure

1. Enter the apartment and street address, beginning at the first position and do not enter any leading blank spaces. You have a maximum length of 30 characters for each of lines 1 and 2.
2. Enter the name of the town or city in the next field starting in the first position; do not enter any leading blank spaces. Maximum characters for this field are 20. Use mixed case.
3. Enter the name of the province, territory, state, or county in the next field. Maximum characters for this field are 20. If the address is in Canada or the United States, use standard abbreviations from the Street/Province/State Code Table. Use upper case.
4. Enter the proper postal or zip code in next field, ensuring that 1's (the number one) and l's (lower case L) and 0's (the number zero) and O's (the letter O) are not confused. A maximum of 15 characters is permitted here.
5. Enter the name of the country in the next field to a maximum of 30 characters (this also includes Canada and United States).
6. If the student's current address is an **out-of-country address**, please leave all of the student's current address fields blank and enter the out-of-country address in the student's permanent address fields.

7. Note

- ♦ If addresses include apartment or suite numbers, they should be at the beginning of the address line, not at the end.
 - ♦ Use only one (1) space between words, left justify all entries.
 - ♦ Do **NOT** enter this information unless it is different from ***Current Mailing Address***.
 - ♦ Ensure that you are not repeating information from the Student's Current Mailing Address field.
 - ♦ If the student's current address is an **out-of-country address**, please leave all of the student's current address fields blank and enter the out-of-country address in the student's permanent address fields.
- .

REGISTRATION START DATE

Description

Registration Start Date is used to record the date that a student starts school in the current school year. This field is designed to accept eight (8) numeric characters in the date format of **YYYYMMDD**. This field is **mandatory**.

Procedure

1. Enter the registration start date in the proper format, using numbers only.
2. Enter single digit months and days with a leading 0; e.g. **09** for September.

Edit Requirements

- ♦ Registration start date cannot be prior to August 1 of the current school year nor can it be later than the current date.
- ♦ **Registration start date cannot be prior to the school authority start date.** Check with the school authority office prior to setting start dates for the school year.
- ♦ Entry must be a valid calendar date entered in the prescribed format.

REGISTRATION ENTRY STATUS

Description

Registration Entry Status is a three character numeric code used to identify the status of a student on entry to the school for the current school year. Essentially, this field is used to identify drop-in vs. transfer students and where the student's previous registration might be. A drop-in student is considered to be re-entering the school system after having dropped out during some previous school year. A transfer student is any student coming from any other school within the same school year (or between two school years), whether it be a public, private, or home institution.

Procedure

1. If the student was registered at your school last year, code as a **100**; otherwise examine transfer papers and code according to descriptions in the Registration Entry Status Code Table.

Edit Requirements

- ♦ Codes used must match those in the Registration Entry Status Code Table.
- ♦ Use code **200** only if **Grade** is **EC** or **01**.
- ♦ Verify code **100** for students whose **Grade** is **EC**.

Quick Reference Registration Entry Status Code Table

Code	Description	Code	Description
100	Student was registered in this school last June 30	412	Last attended a school within the same school authority and returning from the work force
200	Only applies to students who have never attended an organized school (normally ECS or Grade 1 students)	420	Last attended an Alberta school authority but not this school authority
310	From a school within the same school authority	421	Last attended an Alberta school authority but not this school authority and returning from health problems
320	From an Alberta school authority but not this authority (includes private schools)	422	Last attended an Alberta school authority but not this school authority and returning from the work force
330	From a school within Canada	430	Last attended school outside of Alberta
340	From a school outside of Canada	431	Last attended school outside Alberta and returning from health problems
410	Last attended a school within the same school authority	432	Last attended school outside Alberta and returning from the work force
411	Last attended a school within the same school authority and returning from health problems	500	Any student returning to education who cannot be classified as a drop-in, transfer-in, or continuous registration

REGISTRATION TYPE

Description

Registration Type is used to record the type of program or courses that the student is taking, such as regular day classes, summer time evening courses, or continuing education, etc. The five possible types of registration are each indicated by a single alphabetic code, listed in the Registration Type Code Table. This field is **mandatory**.

Procedure

1. Enter one of the following five codes in upper case:

- ♦ *D — Regular Day*
- ♦ *C — Continuing Education Day*
- ♦ *E — Continuing Education Evening*
- ♦ *S — Summer Day*
- ♦ *T — Summer Evening*

Note:

- ♦ Day students are those who receive instruction between the hours of 8:00 am to 6:00 p.m.
- ♦ Evening students are those who receive instruction after 6:00 p.m.
- ♦ Continuing Education are those students who receive instruction by an individual who holds a certificate of qualifications as a teacher or competent individual under the supervision of such an individual on any subject in addition to prescribed courses and education programs identified under the *School Act* that does not interfere with normal school operations.

Edit Requirements

- ♦ Codes used must match those in the Registration Type Code Table.
- ♦ Summer School students must have a Registration Type of "S"

Quick Reference Registration Type Code Table

Code	Description
D	Regular Day Student
C	Continuing Education Day Student
E	Continuing Education Evening Student
S	Summer Day Student
T	Summer Evening Student

RESIDENT BOARD

Description

Resident Board refers to the school authority in which the student's parent lives. Only Public and Separate school authorities are valid as resident boards. It is the responsibility of the school authority to determine the resident board for every student who is attending school in that school authority. An independent student can declare his or her own residency. (For definition of an independent student, see the *School Act*.)

Resident Board information for students will only be updated on the Student Information System when the student record contains a Grants Program Code of **110**, **140** or **145**. School Finance will use the resident board information, in these cases, for funding distribution purposes. **When a Grants Program Code of 145 is used, a code for a francophone authority is required and will be acceptable.**

Procedure

1. Determine the student's correct resident board.
2. Enter the school authority code for the board as assigned by Alberta Education.

Edit Requirements

- ♦ School authority code must be valid.
- ♦ School authority selected must have an operating status for the registration time period.

SCHOOL CODE

Description

School Code is used to identify the school in which the student is or was registered. This is the unique four-digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the 4 digit code, confirming that it is the correct one as issued by Alberta Education.

Edit Requirements

- ♦ School code must be a valid code.
- ♦ School code must belong to the school authority submitting the file.

SCHOOL/AUTHORITY STUDENT IDENTIFIER

Description

School/Authority Student Identifier is used by the school and/or school authority for internal ID purposes. This field can accommodate up to fifteen (15) characters. This ID does not need to be unique with the school authority but **must be unique** within the school.

Procedure

1. Fill in the field with a code consisting of up to 15 characters.
2. Left justify all entries.

Note:

- ♦ This ID number should be different from the one in the **Alberta Student Number** field assigned by Alberta Education.
- ♦ Client Relationship Services carries this identifier as a convenience to the school and school authority.

SECTION 23 ELIGIBILITY

Description

The Section 23 Eligibility code is used to identify students whose parents have a legal right to have their child receive French instruction in accordance with Section 23 of the *Canadian Charter of Rights and Freedoms (Charter)*. This code refers to educational instruction in a francophone education program or school and is not to be confused with French immersion. This field holds one of four single character codes: **Y**, **A**, **B** or **C** in answer to the question, "Is this student eligible for French instruction?"

It is a requirement of the *Student Record Regulation, A.R. 225/2006* which applies to Public Separate, Charter and Francophone Authorities, that schools within these types of school authorities to ask this question related to Section 23 and have it recorded on the student registration form. All parents of students in grades 1 through 12 must have the opportunity to declare their eligibility.

Private schools (Level 1 and Level 2) and Band operated schools are not subject to the relevant section of the Student Record Regulation and should therefore not be asking this question on their registration forms; the "Code A- Section 23 – Information has not been collected" should be defaulted for all students who fall into this category.

Procedure

- Code the student with a **Y** for "yes" *only* if at least one of the following applies:
 - ♦ Either parent's mother tongue is French;
 - ♦ Either parent was educated in French in Canada;
 - ♦ One or more children in the family have received primary or secondary school instruction in French in Canada.

Note:

- ♦ The school is charged with the responsibility of ascertaining whether parents wish to exercise their Section 23 rights. This decision should be noted on the cumulative record, or the Student Records Portfolio.
- ♦ If a value of **221** (Francophone Education Program) exists for **Grants Program**, this field will likely require a code of **Y** for "Yes"
- ♦ ***This eligibility is extended under the Canadian Charter of Rights for Canadian citizens only***
- ♦ Level 2 Private Schools are required to submit data.

Quick Reference Section 23 Code Table

Code	Description	Explanation
Y	Question appears on form, response noted as - Eligible	This student eligible for French first language education
A	Section 23 – Information has not been collected	Level 1 and Level 2 Private schools and Band operated schools only
B	Section 23 – Question appears on form, response noted as - Ineligible (former code was N)	If no, the student is ineligible and does not meet any of the requirements listed above, code this field with an upper case
C	Section 23 – Question appears on form, however but - Eligibility is unknown or not provided	Eligibility is unknown or not provided

SPECIAL EDUCATION STUDENTS

Description

These codes are used to identify students who have special education needs. Each student identified as qualifying for Special Education Funding (through the **Grants Program** field code of **500**) must be assigned at least one special education code. Up to two codes may be assigned to a student. Each code consists of two (2) numeric characters. This field is **mandatory** if the student has a code of **500** in one of the **Grants Program** fields.

Valid codes are found in the Special Education Student Code Table in this document. Criteria for these codes are available at

http://www.education.gov.ab.ca/k_12/specialneeds/SpEdCodingCriteria_2007-2008.pdf

Procedure

1. Determine the extent of the special education needs for the student and verify an IPP is in place.
2. Enter up to two codes into the appropriate fields.

Edit Requirements

- ♦ Codes used must match entries found in the Special Education Student Code Table.
- ♦ Do not duplicate any codes; do not use ECS codes for Grades 1-12 students and do not use Grades 1-12 codes for ECS students.
- ♦ At least one code must exist if **Grants Program** has been assigned a code of **500**.

Quick Reference Special Education Student Code Table

Code	Description	Code	Description
	ECS Children		Grades 1 – 12 Students
10	Developmentally Immature		Mild/Moderate Disabilities (50 series)
30	Mild/moderate disability	51	Mild Cognitive Disability
47	Severe Delay involving language	52	Moderate Cognitive Disability
	Grades ECS Children – 12 students	53	Emotional/Behavioral Disability
	Severe Disabilities (40 series)	54	Learning Disability
41	Severe Cognitive Disability	55	Hearing Disability
42	Severe Emotional/Behavioral Disability	56	Visual Disability
43	Severe Multiple Disability	57	Communication Disability
44	Severe Physical or Medical Disability	58	Physical or Medical Disability
45	Deafness	59	Multiple Disability
46	Blindness	70	Disabled Adult
80	Gifted and Talented		

STUDENT AUTHORIZATION EXPIRY DATE

Description

Student Authorization Expiry Date is used to verify the length of time that individuals who are admitted to Canada with a Study Permit are permitted to stay. This field is designed to accept eight (8) numeric characters in the date format of **YYYYMMDD**. This field is **mandatory** if the **Citizenship** field code is **5**.

Procedure

1. Enter the student's Study Permit expiry date in **YYYYMMDD** format, using numbers only.
 2. Enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e., 01 to 09).
-

Edit Requirements

- ♦ Expiry date must be a valid calendar date entered in the prescribed format.
- ♦ Expiry date must be greater than the registration start date.
- ♦ If an expiry date exists, **Citizenship** must be coded with a **5**.

9. Documents/Websites to Reference

ALBERTA EDUCATION EXTRANET

<https://phoenix.edc.gov.ab.ca>

EARLY CHILDHOOD SERVICES REGULATION

www.qp.gov.ab.ca/documents/Regs/2002_031.cfm screwed up

FUNDING MANUAL

<http://education.alberta.ca/admin/funding/manual.aspx>

GUIDE TO EDUCATION – EC – GRADE 12

<http://education.alberta.ca/admin/resources/guidetoed.aspx>

PRIVATE SCHOOL REGULATION

http://www.qp.alberta.ca/574.cfm?page=2000_190.cfm&leg_type=Regs&isbncln=0779750373

SIS USER GUIDE

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

SIS QUICK REFERENCE CODE TABLES – STUDENT INFORMATION SYSTEM

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

SPECIAL EDUCATION

http://www.education.gov.ab.ca/k_12/specialneeds/

STUDENT RECORD REGULATION

http://www.qp.alberta.ca/574.cfm?page=2006_225.cfm&leg_type=Regs&isbncln=0779750381

10. Contact Information

HELP DESK **780-427-5318**

For Technical Assistance

Email cshelpdesk@gov.ab.ca

CURRICULUM BRANCH **780-427-2984**

For questions regarding Curriculum or High School course content, CTS prerequisites

LEARNER ASSESSMENT **780-427-0010**

For questions regarding the content of Diploma and Achievement Reports

SCHOOL FINANCE **780-427-2055**

For questions regarding School Finance or other Funding Systems (FES, RACERS, PUFS)

SPECIAL PROGRAMS BRANCH **780-422-6326**

For questions regarding Students with Disabilities

TEACHER DEVELOPMENT AND CERTIFICATION **780-427-2045**

For questions regarding Teacher Certification or Teacher Registry

TOLL FREE ACCESS IN ALBERTA **310-0000**